

Baw Baw Shire Council
PO Box 304
Warragul VIC 3820
Attention: Marc Gore
Marc.Gore@bawbawshire.vic.gov.au

1 September 2025

Dear Marc,

RE: Baw Baw Civic Precinct Stage 1 Library & Learning – Fee Variation 33:
- Revised Project Budget
- Operational Model Changes
- D&C Procurement

Following our recent meeting Council has confirmed changes to the project scope and delivery model which can be described as follows:

- 1) The total project budget has been reduced to \$35 million ex GST. This will require the adoption of VM items including removal of the basement, changing the timber structure to concrete and reducing the extent of landscape works. Refer attached '2153 VM Changes (Extract from TPPR)'
- 2) Proposed changes to the operation of the building (Operational Model 6) will be adopted into the design. These are shown in the attached drawings: '2153 Operational Model Changes'
- 3) The project will be delivered via a novated design and construct contract.

As a result of these changes we take this opportunity to confirm the consultant team's fees for the project.

The Scope:

Given the extent of the changes the consultant team will be required to return to the schematic design phase of the project to ensure the cost goals can be achieved and the project is properly documented and coordinated. Below is a breakdown of the relevant phases.

Pre Novation Phases	Services Description
• Schematic Design	Preparation of a schematic design to illustrate the scheme including layouts for client approval and more detailed cost planning cost planning to be undertaken by the QS (Cost Plan B) At this stage a sub consultant team will be required to undertake existing conditions audits and prepare preliminary schematic design spatial drawings.
• Design Development	Further development of the approved concept design to illustrate all parts of the scheme including fixtures and finishes. The design will also be updated to incorporate structural and services input to provide a coordinated design. At the completion of Design Development an updated cost plan will be prepared. (Cost Plan C) At this point the town planning application can be lodged.
• Town Planning	Preparation of the relevant town planning documentation. Responding to design related RFI's. Preparation of drawings for endorsement.

• Tender Services	Preparation of the Technical Principal's Project Requirements (TPPR) Respond to questions from the tenderers. Assistance with the review of the submitted tenders.
Post Novation Phases	Services Description
• Construction Documentation	Preparation of detailed documents suitable to form the basis of a building contract & building permit. This would include an updated cost plan (Cost Plan D / Pre tender estimate)
• Construction Assistance	Assist the Contractor with the construction phase of the project including responding to RFI's, attendance at site meetings, review of samples and shop drawing and site inspections.

Since the original consultant team engagement there have been a number of project and program changes including the following:

- Extended project program. The consultant team RFQ was closed in 2021. There has been significant escalation during this period.
- Revision of the project budget. Significant value management items will impact on the design of the building.
- Confirmation of D&C tender and procurement process. Although the original contract contemplates consultant novation the original fees submitted were based upon a traditional construct only procurement. D&C procurement typically requires greater input from the consultant team and carries greater risk during the construction phase.
- Audio Visual services have been added to the scope.
- The Building Surveyor, Traffic Engineer, Independent Commissioning Agent and Planner will have been removed from our scope.

We also note the client intends to engage a project manager to undertake the day to day running of the project. We have assumed the project manager will be responsible for the following:

- Facilitation and minuting of project control group meetings, design meetings, consultant meetings and consultation meetings.
- Coordinating responses to questions raised by the project consultant team.
- Liaison with Local planning and other statutory authorities.
- Liaison with services statutory authorities.
- Calling and coordinating the tender process including the preparation of tender recommendation reports.
- Contract administration including acting as the superintendent, chairing and minuting site meetings, coordinating client requirements, assessment of variations, progress claims and extension of time claims etc.
- Liaison with Council and any other stakeholders.

Budget:

We understand the total construction cost is in the order of \$23.6 Million excluding GST, provision of solar allowance and locality allowance.

Program:

Please refer to the proposed program for the design and documentation works. Please note any delays in the milestone approvals shown will cause delays in the delivery of the works.

Contract Procurement:

We understand the procurement pathway is a Novated Design & Construct contract. The project will be issued for tender at 100% complete Design Development Phase. At this time a Technical Principals Requirements (TPPR) document will be prepared to accompany the design development drawings.

The Team Fee:

Please refer to the attached spreadsheet showing the design team fee.

Fee Conditions:

Please note the following:

1. Excluded from the fees are the following:
 - Sub-consultants fees other than those specifically included in this fee proposal.

- Consultation other than with the client representatives.
- Geotechnical and site environmental investigations.
- Authority Fees and levies.
- Additional land surveying if required.
- Selection and procurement of loose furniture, workstations and equipment.
- Detailed assessment of site services is excluded outside the immediate building line.
- Design and documentation of temporary accommodation.
- Preparation of NCC Performance solutions.
- Preparation of DDA Performance solutions.
- Value management or redocumentation (the budget has been tested against project requirements)
- Redocumentation as a result of latent conditions uncovered on site
- Preparation of project status or monthly reports.
- Preparation of 3D images or video 'flythroughs'
- Peer review services for any discipline
- Traffic engineering report or reviews.
- Risk assessments and audits.
- Combined allotment as multiple titles

2. Should the scope or budget for the project change significantly from that stated we reserve the right to renegotiate the fee.
3. We have allowed to attend the number of meetings as noted on the included fee breakdown.
4. We reserve the right to review and negotiate once the contract is available. Any legal fees associated with this review will be disbursed at cost.
5. We note the Building Surveyor will be novated to the Principal as part of this variation.
6. We note the planner will be engaged directly by the Principal for any future works.
7. We note the Independent Commissioning Agent will be engaged directly by the Principal for any future works.
8. We note the traffic engineer will be engaged directly by the Principal for any future works.
9. The preparation of 'As-Built' documentation by the consultant team is excluded from the above fee.
10. The above fee is based upon fortnightly attendance at site meetings (online) and monthly site inspections for a construction period of 18 months. Prolongation of the construction period beyond this nominated period shall be charged at a rate of \$14,500/month ex GST. Additional attendance will be charged on hourly rates.
11. The contract documentation and construction services phase fees are based upon no changes to the 100% complete design development drawings. Post novation works including redocumentation, reviews or advice due to changes to the accepted scope for cost reasons, client direction, coordination or the convenience of the contractor will be charged for on hourly rates or at an agreed accepted fee.
12. Certification of compliance of the documentation or building works with the BCA or NCC is excluded.
13. Preparation of monthly reports and post novation 'Consultant Statements' is excluded.
14. Post novation attendance at meetings with the Principal or Project Control Group meetings is excluded.
15. The above fees excludes legal fees associated with any new contract or review of the D&C novation contract.
16. Please refer to the attached sub-consultant proposals for additional exclusions, clarifications and conditions.
17. This fee excluding any Early Contractor Involvement works. Once the scope for this phase is provided a separate fee will be provided.

Hourly Rates:

Please see attached schedule of hourly rates for the consultant team.

Discipline/Personnel	Hourly Rates (excluding GST)
Architect – Croxon Ramsay	
Director	\$280/hour
Project/Senior Architect	\$260/hour
Architect	\$240/hour
Assistant	\$180/hour
Structural/Civil Engineer - Argall	
Director	\$300/hour
Associate	\$250/hour
Senior Revit Documenter	\$225/hour
Senior Engineer	\$225/hour
Project Engineer	\$200/hour

Administration Services	\$80/hour
Services Engineer & ESD Consultant – Intrax Engineers	
Principal Manager	\$350/hour
Associate	\$300/hour
Senior Engineer	\$240/hour
Engineer	\$180/hour
BIM Technician, Modeller	\$240/hour
Draftsperson	\$180/hour
Admin Staff	\$140/hour
Landscape Architect – Beveridge Williams	
Manager Landscape Architecture	\$300/hour
Senior Principal Landscape Architect	\$280/hour
Principal Landscape Architect	\$260/hour
Senior Landscape Architect	\$230/hour
Project Landscape Architect	\$180/hour
Landscape Architect	\$160/hour
Traffic Engineer - Traffic	
Director	\$450/hour
Senior Associate	\$310/hour
Senior Traffic Engineer	\$210/hour
Fire Engineer – Focused Fire	
Director	\$320/hour
Project Leader, Senior Engineer	\$270/hour
Project Engineer	\$230/hour
Administration	\$100/hour
Access Consultant – Architecture and Access	
Director	\$350/hour
Access Consultant – Accredited Member ACA	\$275/hour
Access Consultant	\$210/hour
Administrative Assist	\$70/hour
Audio Visual Consultant - Automatic	
Director	\$180/hour
Associate	\$180/hour
Senior Consultant	\$180/hour
Consultant	\$180/hour
Acoustic Engineer – Clarity Acoustics	
Director	\$240/hour
Associate Director	\$220/hour
Consultant	\$160/hour
Signage Consultant	
Director	\$250/hour
Consultant	\$180/hour
Waste Consultant – Leigh Consultants	
Director	\$180/hour
Senior Consultant	\$180/hour
Airtightness Consultant – Vining Air	
Director	\$195/hour
Consultant	\$195/hour
Performance Solution for External Wall Systems- DDEG	
Director	\$350/hour
Building Solutions Engineer / Consultant	\$250/hour

The Contract:

Given our current contract is effectively complete these works will be treated as a variation to the original contract.

Invoicing:

Generally invoices will be issued every 30 days or at the completion of a phase.

I trust this is in order, however should you have any queries please do not hesitate to contact me. In order for us to proceed with services, please return a signed copy of this proposal and scope of works.

Regards,

CROXON RAMSAY Pty Ltd
Andrew Croxon – Director

Encl:

2153 Operational Model Changes
2153 BBSC - Cultural Hub | REV 04 (OM Revisions Plus Reduced Scheme & Early Works)
2153 VM Changes (Extract from TPPR)

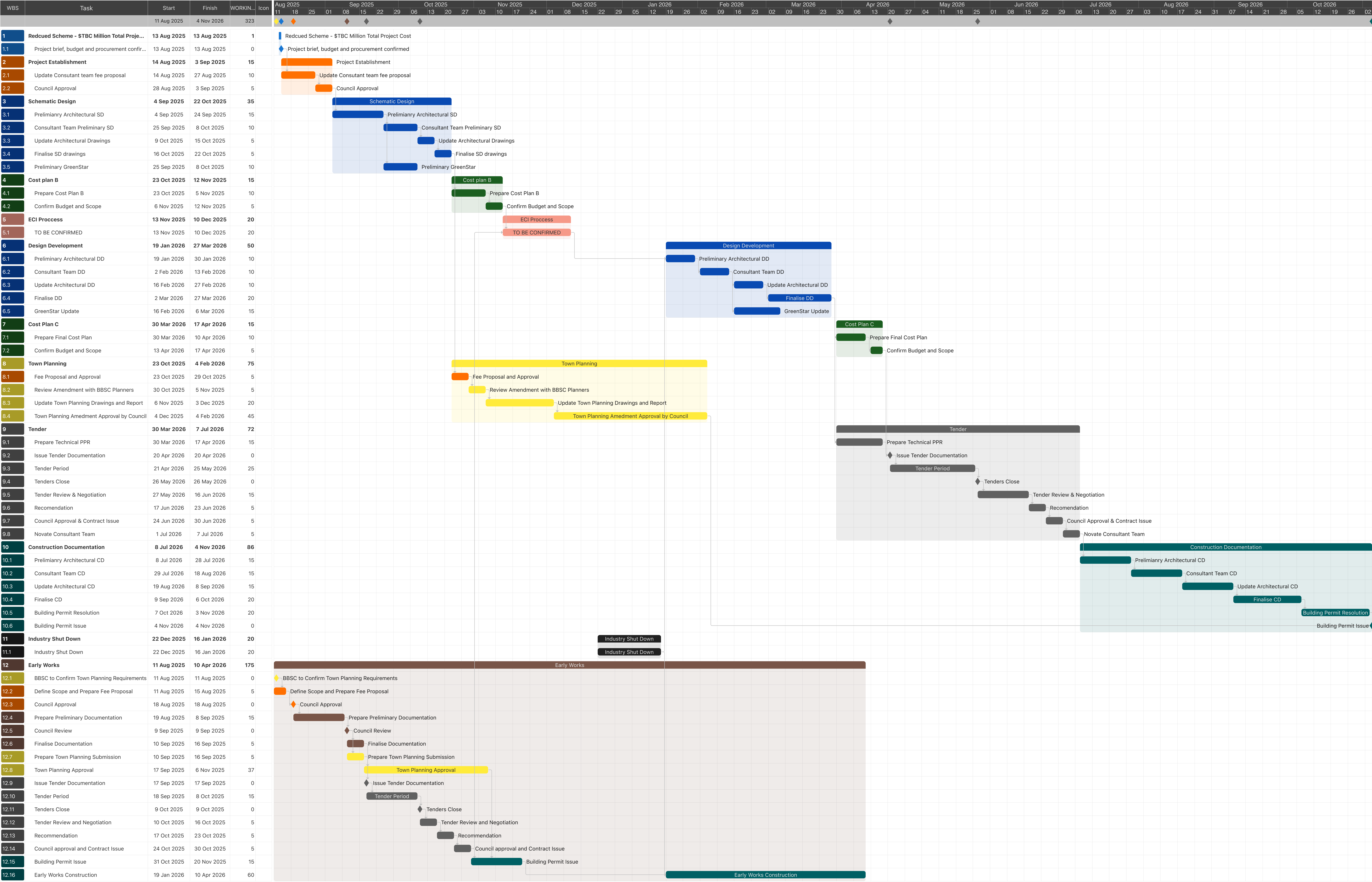
Sub Consultant Proposals:

- Baw Baw Culture & Connection Precinct Stage 1 Library & Learning - Access Consultancy Fee Proposal - Croxon Ramsay Pty Ltd Rev A
- P02 21193 Baw Baw Culture and Connection Precinct - Library and Learning SOW
- Q006111CroxonRamsayBawBawCivicPrecinctWarragulBETRevD
- 25ARG112 FP01 Fee Proposal
- 2200874 BBC&CP-S1- revised LA fees 27.08.2025
- 173987-S FP R2 Baw Baw Civic Precinct, 59 Albert Street, Cnr Civic Place, Warragul, VIC
- Focused-FES0.0-Baw Baw Culture and Connection Precinct-S5421
- BAW BAW REVISED COSTING
- VIC250191-Intrax Fee Proposal-Baw Baw Culture and Connections Precinct - Main Works[A]
- Quote QU222 - Schedule of Fees for Baw Baw Civic Centre Library VM Changes AV Re-Design

2153 FV33 Baw Baw Culture and Connection Precinct Stage 1

Subconsultants - Refer Attached Proposals																		
	Architectural	Structural	Civil	Services	Services (GreenStar)	ESD / GreenStar	GreenStar Modelling	Fire Engineer	Access	Landscape	Acoustics	Waste	AV	Signage	Façade Performance Solution	Air Tightness		
	Croxon Ramsay	Argall	Argall	Intrax	Intrax	Intrax	Intrax	Focused Fire	A&A	Beveridge Williams	Clarity Acoustics	Leigh Design	Automatic	Gregg Mitchell	DDEG	Vinning Air	Total Team (ex gst)	INC GST
Schematic Design	\$40,120.00	\$23,600.00	\$2,900.00	\$25,000.00	\$0.00	\$15,500.00	\$0.00	\$9,800.00	\$3,500.00	\$0.00	\$1,400.00	\$1,920.00	\$2,160.00	\$8,000.00	\$2,000.00	\$4,100.00	\$140,000.00	\$154,000.00
	(5no. online meetings Included)																	
Town Planning	\$12,036.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,136.00	\$14,449.60
	(3no. online meetings Included)																	
Design Development	\$80,240.00	\$41,300.00	\$5,100.00	\$54,700.00	\$5,000.00	\$15,000.00	\$12,000.00	\$0.00	\$5,500.00	\$32,400.00	\$1,750.00	\$1,890.00	\$2,160.00	\$1,200.00	\$0.00	\$4,525.00	\$262,765.00	\$289,041.50
	(5no. online meetings Included)			(Includes FRV Reg 129 Application)		(excludes Climate Adaption Plan ~\$15K, Operations Resilience ~\$10K & LCA ~\$20K)												
Tender	\$16,048.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,048.00	\$22,052.80
	(4no. online meetings Included)																	
Pre Novation TOTAL	\$148,444.00	\$64,900.00	\$8,000.00	\$80,700.00	\$5,000.00	\$32,600.00	\$12,000.00	\$9,800.00	\$9,000.00	\$32,400.00	\$5,150.00	\$3,810.00	\$4,320.00	\$9,200.00	\$2,000.00	\$8,625.00	\$435,949.00	\$479,543.90
Contract Documentation (D&C)	\$156,468.00	\$29,500.00	\$3,600.00	\$45,300.00	\$6,000.00	\$20,000.00	\$10,000.00	\$15,600.00	\$9,500.00	\$12,800.00	\$6,350.00	\$0.00	\$0.00	\$6,000.00	\$10,550.00	Contractor to engage directly	\$331,668.00	\$364,834.80
	(5no. online meetings Included)		(excludes independent structural certification ~\$15K)					(excludes Bushfire Review BCA Specification 43 ~\$20-35K)	(Site includes 1No. Performance solution)									
Contract Administration (D&C)	\$120,360.00	\$23,600.00	\$2,900.00	\$30,700.00	\$2,000.00	\$40,300.00	\$0.00	\$6,500.00	\$1,000.00	\$47,050.00	\$3,600.00	\$0.00	\$0.00	\$1,200.00	\$0.00	Contractor to engage directly	\$279,210.00	\$307,131.00
	(10No. Site Visit and 9no. online meetings Included)								(Site Visits excluded)									
Post Novation TOTAL	\$276,828.00	\$53,100.00	\$6,500.00	\$76,000.00	\$8,000.00	\$60,300.00	\$10,000.00	\$22,100.00	\$10,500.00	\$59,850.00	\$9,950.00	\$0.00	\$0.00	\$7,200.00	\$10,550.00	\$0.00	\$610,878.00	\$671,965.80
Grand Total (Pre and Post Novation)	\$425,272.00	\$118,000.00	\$14,500.00	\$156,700.00	\$13,000.00	\$92,900.00	\$22,000.00	\$31,900.00	\$19,500.00	\$92,250.00	\$15,100.00	\$3,810.00	\$4,320.00	\$16,400.00	\$12,550.00	\$8,625.00	\$1,046,827.00	\$1,151,509.70
TOTAL		\$1,046,827.00		EX GST		EX GST												
GST		10.00%		\$104,682.70		\$0.00												
		\$1,151,509.70		INC GST		INC GST												

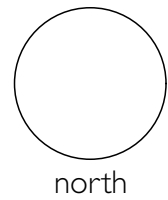
Notes:
Refer to fee proposal and attached sub consultant proposals for full details on fee conditions, clarifications and exclusions.
Traffic Engineering is Excluded
Client to engage Building Surveyor, Independant Commissioning Agent, Quantity Surveyor & Planning Consultant





REV	ISSUE	CHG ID	CHANGE	DATE

date: 14/8/2025
project No: 2153
drawing: A3 GROUND FLOOR PLAN REV

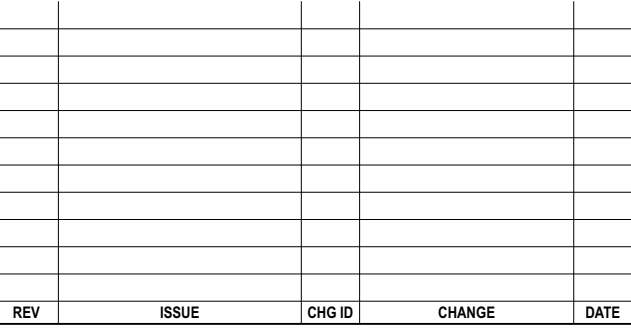


client
Baw Baw Shire Council
33 Young Street Drouin VIC 3820 Australia

project
**BAW BAW CULTURE AND CONNECTION
PRECINCT STAGE 01 - LIBRARY & LEARNING**

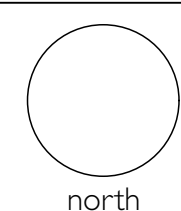
59 Albert Street, Cnr Civic Place Warragul VIC 3820

CROXON RAMSAY
architecture / urban design / interior design / project management
25A Mollison Street, Abbotsford VIC 3067
c/nr Lt Nicholson Street & Mollison Street
t: 03 9429 1005 www.croxonramsay.com.au



[illegible]

date:	14/8/2025
project No:	2153
drawing:	A5 SECOND FLOOR PLAN REV



client **Baw Baw Shire Council**
33 Young Street Drouin VIC 3820 Australia

project BAW BAW CULTURE AND CONNECTION
PRECINCT STAGE 01 - LIBRARY & LEARNING

59 Albert Street, Cnr Civic Place Warragul VIC 3820

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11 Schedule G: Cost Option 3 – Timber Structure to be Replaced with Concrete (REMOVE BASEMENT)

11.1 General

11.1.1 General

The Tenders shall review the documented timber structural system to be replaced with a concrete structural system in order to provide a cost savings for the project. The cost savings shall be holistic, account for impacts on other project components and include any additional allowances as required to deliver the project in accordance with the intent embodied in the PDD documentation.

11.1.2 Scope

This option assumes the basement remains as per the PDD's.

11.2 Structural Schematic Design

The performance of the alternative structural system shall comply with the attached structural design for the project.

Submit adequate documentation within the tender submission to allow for the structural consultant to review and provide advice to the superintendent.

11.3 General Architectural Requirements

Please note the following in relation to the structural redesign:

11.3.1 Floor to Floor heights

Due to the possible reduced structural depth of the concrete structure it should be possible to reduce the floor to floor height between Ground Floor - Level 1 and Level 1 – Level 2. This will reduce various elements including vertical circulation and façade area.

11.3.2 Building Setout

The general setout of the column & beam grid structure should remain. Where there are currently exposed timber columns and beams allows for the same arrangement and member size in concrete, even if the members are larger than the structural sizes shown. This is particularly relevant around the central void and the stair voids to maintain the existing detailing intent.

11.3.3 Slab Profiles

Allow for all setdowns, penetrations and screeds to falls as per PDD's.

Note: Setdowns shown with build up floor types FT02 & FT03 are no longer required with a concrete structure as the floor slab can be locally setdown for wet areas, decks, plant rooms and the like.

11.3.4 Slab & Structural Fire Performance

The concrete structure shall achieve the require FRL's as defined by the building surveyor. Allow to provide fire rated collars to all penetrations.

Note: The hybrid concrete slab structure will no longer be required.

11.3.5 Slab Finishes & Thermal Insulation

Allow for the specified under slab insulation to all areas where the slab forms part of the building envelope. Relevant areas are defined as ceiling type 'CT05', 'CT06' & 'CT011'.
Allow to water proof all areas as currently documented.

11.3.6 Façade and element fixing

Allow for façade and internal element fixing in line with the intent shown on the PDD's. Some simplification of the façade fixing details may be possible with the revised concrete structure as the façade will no longer be required to fix back to the primary timber members.

11.3.7 Exposed Concrete Finishes

Internal exposed columns shall have a high quality class 2 form finish. Provide nom. 20mm fillet to all edges. Allow for concrete render (RND1) to all exposed concrete areas.

External exposed columns shall have a high quality class 2 form finish. Provide nom. 20mm fillet to all edges. Allow for concrete render (RND1) to all exposed concrete areas.

11.3.8 Acoustic Treatment

Allow to retain the specified acoustic treatment to the underside of the concrete slabs areas as shown in the PDD. Relevant areas are defined as ceiling type 'CT03'.

11.4 General Services Requirements

Please refer to the attached marked up drawings describing the architectural impact of the removal of the basement.

Allowance shall be made to coordinate FRV approval of the relocated fire tanks and pumps.

Allowance shall be made for a performance solution covering the charged stormwater connection to the rain water tanks.

11.5 Consultant Team Fees and Program

11.5.1 Fees

The following table notes the disciplines which will be impacted by the design change and the provisional fees required to design, document and deliver the works.

Discipline	Consultant	Contact	Option 3 Timber to Concrete (Remove Basement)	Fee (Ex GST)
Architectural	Croxon Ramsay		YES	
Structural	Argall	Andrew Gall Mb: 0401 322 011	YES	
Civil	Argall	Andrew Gall	YES	
Civil – Stormwater Management Plan	Argall	Andrew Gall	YES	
Building Services	WPS	Brenda Kingston Mb: 0418 568 816	YES	
ESD / GreenStar	WSP	Brenda Kingston	YES	
ESD / GreenStar – Material Life Cycle Assessment (Refer Schedule K)	WSP	Brenda Kingston	YES	
ESD / GreenStar – Climate Change Adaption Assessment	WSP	Brenda Kingston	No	
Landscape Architect	Beveridge Williams	Brett Foulis Mb: 0448 690 602	YES	
Fire Performance Engineering	Stantec	Glenn Hamilton Mb: 0480 447 332	YES	
Fire Performance Engineering Peer Review	Focused Fire Engineering	Alan Caulfield Mb: 0406 632 902	YES	
Performance Solution Engineer (External Wall Systems)	DDEG	Veeshan Veenaiik Ph: 1300 470 578	YES	
Access Consultant	Architecture & Access	Chris Porter Mb: 0414 379 093	YES	
Traffic Engineer	Traffix	Andrew Montgomerie Mb: 0468 951 354	YES	
Audio Visual Engineer	Automatic	Scott Summers Mb: 0407 809 198	YES	
Acoustic Engineer	Clarity Acoustics	Ross Leo Mb: 0400 831 672	YES	
Signage	Gregg Mitchell	Gregg Mitchell Mb: 0419 864 947	YES	
Waste Consultant	Leigh Consulting	Carlos Leigh Mb: 0410 456 510	YES	
Air Tightness Consultant	Vining Air	Ben Vining	YES	

		Mb: 0487 026 111		
Geotechnical	Intrax	Tyler Reidy Ph: 03 8371 0100	YES	Excluded – Contractor to engage as required
Environmental/Contamination	Environmental Assessment Services	Tony Connolly Mb: 0431 533 480	YES	Excluded – Contractor to engage as required
Inground Services (Build over easement report)	Taylor Miller	Ben Jarred Mb: 0409 519 293	YES	Excluded – Contractor to engage as required
Building Surveyor	BSGM	Marcus Marshall Mb: 0411 724 915	YES	Excluded – to be engaged by the Principal
Independent Commissioning Agent	Commissioning & Advisory	Greg Morley Mb: 0418 350 420	YES	Excluded – to be engaged by the Principal
Planner	Ratio	Blanche Manuel Mb: 0407 344 815	YES	Excluded – to be engaged by the Principal
TOTAL (Ex GST)				

Note: Refer Schedule K for fee conditions, clarifications and exclusions specifically relevant to the above fees.

Note: The above fees and scope are provisional only and will be confirmed once this cost option has been formally adopted.

11.5.2 Program

It is estimated 20 weeks will be required to complete the re-documentation and building permit works before construction work can begin.

11.6 Attachments

11.6.1 Architectural

2153 TPR.G.1 SITE PLAN PROPOSED REV01.pdf
 2153 TPR.G.2 GA PROPOSED B1 BASEMENT PLAN REV01.pdf
 2153 TPR.G.3 GA PROPOSED GF FLOOR PLAN REV01.pdf
 2153 TPR.G.4 GA PROPOSED RWT REV01.pdf
 2153 TPR.G.5 PROPOSED LEVEL 1 SETOUT REV01.pdf
 2153 TPR.G.6 PROPOSED LEVEL 2 SETOUT REV01.pdf
 2153 TPR.G.7 GA PROPOSED GROUND RCP REV01.pdf
 2153 TPR.G.8 GA PROPOSED L1 RCP REV01.pdf
 2153 TPR.G.9 GA ELEVATIONS REV01.pdf
 2153 TPR.G.10 GA ELEVATIONS REV01.pdf

11.6.2 Structural

21ARG073 PAN S013

11.6.3 Services

EL-0100 ELECTRICAL SERVICES BASEMENT - LIGHTING LAYOUT
 EL-0200 ELECTRICAL SERVICES BASEMENT - POWER, COMMUNICATIONS AND SECURITY LAYOUT
 EL-0300 ELECTRICAL SERVICES BASEMENT - CONTAINMENT LAYOUT
 EL-0201 ELECTRICAL SERVICES GROUND FLOOR - POWER, COMMUNICATIONS AND SECURITY LAYOUT

ME-0100 MECHANICAL SERVICES BASEMENT - HVAC LAYOUT
 ME-0101 MECHANICAL SERVICES GROUND FLOOR - HVAC LAYOUT
 ME-0102 MECHANICAL SERVICES LEVEL 1 - HVAC LAYOUT
 ME-0103 MECHANICAL SERVICES LEVEL 2 - HVAC LAYOUT

HY-0100 HYDRAULIC SERVICES BASEMENT - DRAINAGE LAYOUT
 HY-0101 HYDRAULIC SERVICES GROUND FLOOR - DRAINAGE LAYOUT
 HY-0200 HYDRAULIC SERVICES BASEMENT - WATER SERVICES LAYOUT
 HY-0201 HYDRAULIC SERVICES GROUND FLOOR - WATER SERVICES LAYOUT

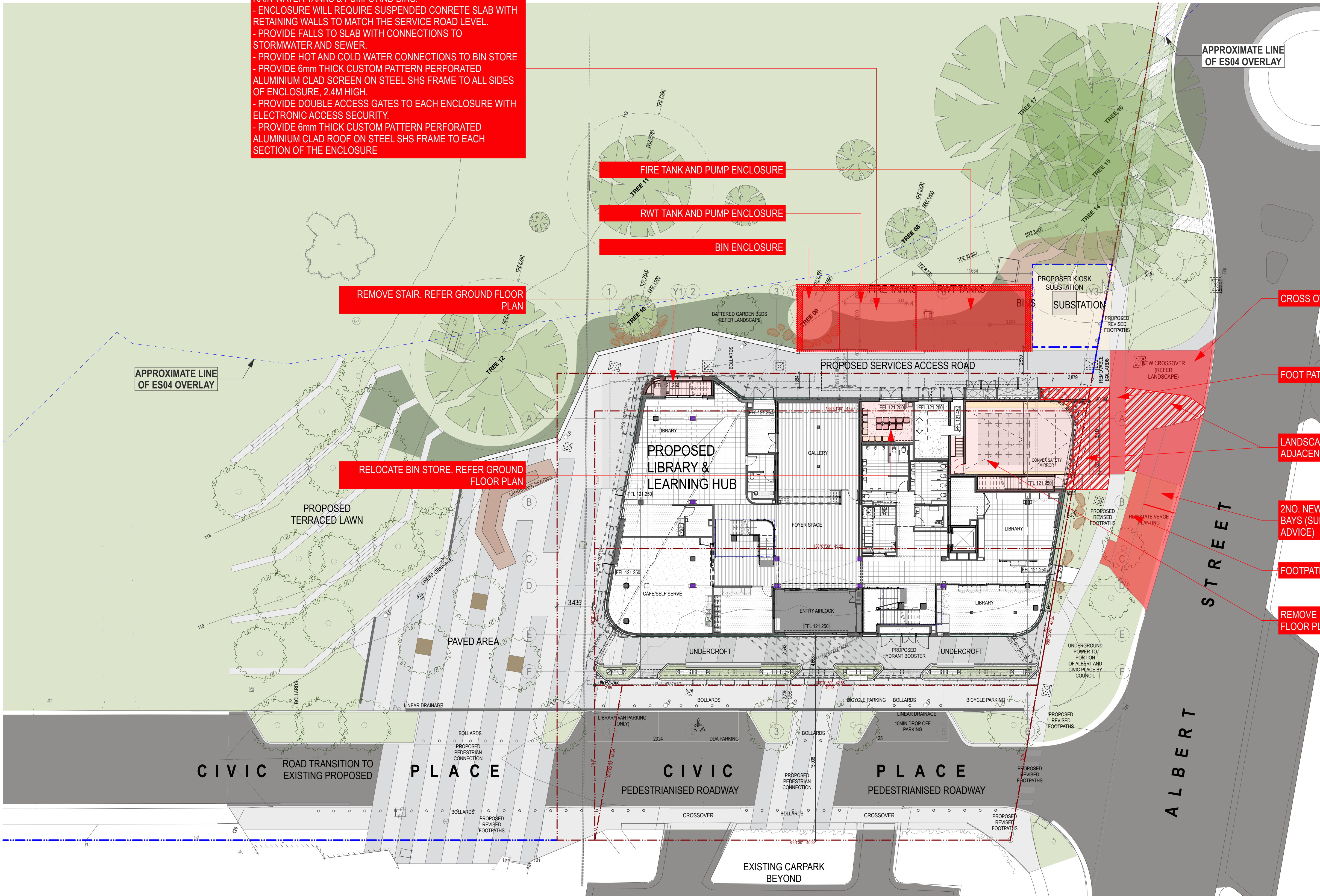
VT-1000	VERTICAL TRANSPORT LIFT PLAN LAYOUT AND SECTION
FP-0100	FIRE PROTECTION SERVICES BASEMENT - WET FIRE LAYOUT
FP-0101	FIRE PROTECTION SERVICES GROUND FLOOR - WET FIRE LAYOUT
FP-0200	FIRE PROTECTION SERVICES BASEMENT - DRY FIRE LAYOUT
FP-0201	FIRE PROTECTION SERVICES GROUND FLOOR - DRY FIRE LAYOUT

GFA CALCULATION		
STOREY	DESCRIPTION	Area (M2)
B. BASEMENT	INTERNAL	1,009.8
0. GROUND LEVEL	INTERNAL	881.9
1. LEVEL L1	BALCONY EXTERNAL	140.3
1. LEVEL L1	INTERNAL	954.6
2. LEVEL L2	BALCONY EXTERNAL	85.3
2. LEVEL L2	INTERNAL	636.5
2. LEVEL L2	PLANT	206.5
		3,914.9 m ²

- SERVICES ENCLOSURE TO ACCOMMODATE FIRE TANKS & PUMPS, RAIN WATER TANKS & PUMPS AND BINS.
- ENCLOSURE WILL REQUIRE SUSPENDED CONCRETE SLAB WITH RETAINING WALLS TO MATCH THE SERVICE ROAD LEVEL.
- PROVIDE FALLS TO SLAB WITH CONNECTIONS TO STORMWATER AND SEWER.
- PROVIDE HOT AND COLD WATER CONNECTIONS TO BIN STORE
- PROVIDE 6mm THICK CUSTOM PATTERN PERFORATED ALUMINIUM CLAD SCREEN ON STEEL SHS FRAME TO ALL SIDES OF ENCLOSURE, 2.4M HIGH.
- PROVIDE DOUBLE ACCESS GATES TO EACH ENCLOSURE WITH ELECTRONIC ACCESS SECURITY.
- PROVIDE 6mm THICK CUSTOM PATTERN PERFORATED ALUMINIUM CLAD ROOF ON STEEL SHS FRAME TO EACH SECTION OF THE ENCLOSURE

GENERAL NOTE:
REFER TO BAW BAW SHIRE COUNCIL FOR SCOPE OF WORKS TO SURROUNDING AREAS TO OFFSET LOSS OF CARPARKING BAYS TO BASEMENT

AREA SCHEDULE			AREA (m ²)	GENERAL NOTES
STOREY	ROOM NO	NAME		
1. B. BASEMENT	B.01	BASEMENT CARPARK	864.7	UNO ALL DIMENSIONS ARE IN MILLIMETRES. VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR SHOP DRAWINGS OR ORDERING ANY MATERIALS. DO NOT SCALE DRAWINGS. NOTIFY ANY ERRORS, DISCREPANCIES OR OMISSIONS TO THE ARCHITECT. DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED FOR CONSTRUCTION. ALL BOUNDARIES, CONTOURS AND LEVELS ARE SUBJECT TO SURVEY.
	B.02	STAR B1	12.3	
	B.03	LIFT BASEMENT	5.4	
	B.04	FIRE TANKS AND PUMP ROOM	120.9	
	B.05	RWT PUMP	5.3	
	B.06	SERVICES	5.0	
	B.07	STAR B2	14.3	
	B.08	BICYCLE PARKING	13.2	
	B.09	LOCKERS	10.8	
	B.10	UAWCS	7.7	
			1,059.2 m ²	
2. 0. GROUND LEVEL				
0.01	MAIN ENTRY AIRLOCK	33.4	REFER TO THE SPECIFICATION FOR FIXTURE, MATERIAL AND FINISHES CODES/TYPES. THE CONTRACTOR IS TO FULLY COORDINATE THE EXTENTS OF THE CONSTRUCTION ZONE AND ANY OR ALL ASSOCIATED FENCING WITH OTHER CONTRACTORS WHEN AND AS REQUIRED. NOTE THAT SOME CONTRACTOR WORKS, INCLUDING BUT NOT LIMITED TO SERVICE TRENCHING OCCUR OUTSIDE THE CONSTRUCTION ZONE. THE CONTRACTOR IS TO ALLOW FOR AND COORDINATE THESE WORKS WITH OTHER CONTRACTORS WHEN AND AS REQUIRED. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE CONNECTION OF SERVICES, INCLUDING BUT NOT LIMITED TO, WATER SUPPLY, SEWERAGE, STORMWATER DRAINAGE, ELECTRICITY, TELEPHONE, FIBRE OPTIC COMMUNICATION CABLES, GAS, HYDRANT TAPPING AND ETC. APPLY FOR SUCH PERMITS, PAY FOR FEES AND CHARGES LEVIED BY THE RELEVANT BODIES FOR SUCH CONNECTIONS AND ISSUE ANY AND ALL NECESSARY NOTICES TO SUCH BODIES. THE CONTRACTOR IS TO MAKE ALL DUE ALLOWANCES FOR THE PROVISIONING OF ALL REQUIRED SITE AMENITIES, STORAGE AREAS, LOADING & PARKING AREAS, GANTRIES, HOARDINGS ETC. THAT ARE WITHIN OR EXTERNAL TO THE SITE, INCLUDING OBTAINING OF ALL PERMITS FROM RELEVANT AUTHORITIES AND PAYMENT OF ALL REQUIRED FEES AND CHARGES FOR THE DURATION OF THE WORKS. ENSURE NOT TO EXCEED 3mm MAXIMUM LEVEL CHANGES BETWEEN ALL PATHS AND PAVEMENTS TO COMPLY WITH AS1428.1 ALL KERB RAMPS AND THRESHOLDS TO FULLY COMPLY WITH AS1428.1.	
0.02	RETURNS	24.8		
0.03	CAFE/S&P SERVE	87.3		
0.04	MULTI-USE FOYER	104.6		
0.05	STAR 01	7.9		
0.06	STORE	7.5		
0.07	CRAFTWET AREA	18.0		
0.08	CHILDREN'S LIBRARY	106.7		
0.09	AIRLOCK	4.5		
0.10	PARENTS	6.2		
0.11	GALLERY STORAGE	13.0	THE CONTRACTOR & THEIR SUBCONTRACTORS MUST REFER TO THE LANDSCAPE ARCHITECT'S TREE PROTECTION CLAUSES. THE CONTRACTOR & THEIR SUBCONTRACTORS MUST COMPLY WITH LOCAL AUTHORITY TREE PROTECTION CLAUSES. THIS INCLUDES BUT IS NOT LIMITED TO: - COMPLIANCE WITH AS 4370 PROTECTION OF TREES ON DEVELOPMENT SITES - TO BE READ IN CONJUNCTION IF PROVIDED, ARBORIST REPORT - REFER TO THE COUNCIL SUPPLIED ARBORIST - DEVELOPMENT IMPACT REPORT WHERE REQUIRED, THE ARBORIST TO BE APPOINTED BY THE CONTRACTOR TO COORDINATE THE TREE MANAGEMENT PLAN IN CONSULTATION WITH COUNCIL AND/OR CLIENT. THE ARBORIST IS TO BE AVAILABLE FOR THE PERIOD OF THE CONTRACT TO CONSULT ON THE PROJECT. THE ARBORIST HAS TO ADDRESS THE PRE-COMMENCEMENT, COMMENCEMENT OF CONSTRUCTION AND POST CONSTRUCTION MANAGEMENT PROCESSES.	
0.12	GALLERY	75.4		
0.13	CIRCULATION	17.7		
0.14	RESERVES	14.7		
0.15	STAR 02	14.4		
0.16	HYDRANT BOOSTER	3.7		
0.17	LIBRARY	115.5		
0.18	LIFT GF	5.4		
0.19a	RISER	1.7		
0.19	LIFT LOBBY	12.9		
0.20	CHANGING PLACES	14.3	THE CONTRACTOR & THEIR SUBCONTRACTORS MUST COMPLY WITH LOCAL AUTHORITY TREE PROTECTION CLAUSES. THIS INCLUDES BUT IS NOT LIMITED TO: - COMPLIANCE WITH AS 4370 PROTECTION OF TREES ON DEVELOPMENT SITES - TO BE READ IN CONJUNCTION IF PROVIDED, ARBORIST REPORT - REFER TO THE COUNCIL SUPPLIED ARBORIST - DEVELOPMENT IMPACT REPORT WHERE REQUIRED, THE ARBORIST TO BE APPOINTED BY THE CONTRACTOR TO COORDINATE THE TREE MANAGEMENT PLAN IN CONSULTATION WITH COUNCIL AND/OR CLIENT. THE ARBORIST IS TO BE AVAILABLE FOR THE PERIOD OF THE CONTRACT TO CONSULT ON THE PROJECT. THE ARBORIST HAS TO ADDRESS THE PRE-COMMENCEMENT, COMMENCEMENT OF CONSTRUCTION AND POST CONSTRUCTION MANAGEMENT PROCESSES.	
0.21	GEND. NEUTRAL WC	4.0		
0.22	MALE WC	19.3		
0.23	FEMALE WC	13.6		
0.24	UAWC-LH	5.7		
0.26	MAIN COMMS	13.8		
0.27	STAR B1	9.4		
0.27	STAR B1	20.1		
0.28	CARPARK RAMP	73.6		
0.29	WATER METERS	4.4		
0.30	SPRINKLER CONTROL VALVES	18.4	THE CONTRACTOR & THEIR SUBCONTRACTORS MUST COMPLY WITH LOCAL AUTHORITY TREE PROTECTION CLAUSES. THIS INCLUDES BUT IS NOT LIMITED TO: - COMPLIANCE WITH AS 4370 PROTECTION OF TREES ON DEVELOPMENT SITES - TO BE READ IN CONJUNCTION IF PROVIDED, ARBORIST REPORT - REFER TO THE COUNCIL SUPPLIED ARBORIST - DEVELOPMENT IMPACT REPORT WHERE REQUIRED, THE ARBORIST TO BE APPOINTED BY THE CONTRACTOR TO COORDINATE THE TREE MANAGEMENT PLAN IN CONSULTATION WITH COUNCIL AND/OR CLIENT. THE ARBORIST IS TO BE AVAILABLE FOR THE PERIOD OF THE CONTRACT TO CONSULT ON THE PROJECT. THE ARBORIST HAS TO ADDRESS THE PRE-COMMENCEMENT, COMMENCEMENT OF CONSTRUCTION AND POST CONSTRUCTION MANAGEMENT PROCESSES.	
0.31	EGRESS	8.8		
0.32	MAIN SWITCHROOM	17.9		
0.33	BIN ROOM	19.9		
0.34	STAR B2	7.2		
0.35	RWT	47.1		
		967.5 m ²		
3. 1. LEVEL L1				
1.01	LIFT	5.4	THE CONTRACTOR & THEIR SUBCONTRACTORS MUST COMPLY WITH LOCAL AUTHORITY TREE PROTECTION CLAUSES. THIS INCLUDES BUT IS NOT LIMITED TO: - COMPLIANCE WITH AS 4370 PROTECTION OF TREES ON DEVELOPMENT SITES - TO BE READ IN CONJUNCTION IF PROVIDED, ARBORIST REPORT - REFER TO THE COUNCIL SUPPLIED ARBORIST - DEVELOPMENT IMPACT REPORT WHERE REQUIRED, THE ARBORIST TO BE APPOINTED BY THE CONTRACTOR TO COORDINATE THE TREE MANAGEMENT PLAN IN CONSULTATION WITH COUNCIL AND/OR CLIENT. THE ARBORIST IS TO BE AVAILABLE FOR THE PERIOD OF THE CONTRACT TO CONSULT ON THE PROJECT. THE ARBORIST HAS TO ADDRESS THE PRE-COMMENCEMENT, COMMENCEMENT OF CONSTRUCTION AND POST CONSTRUCTION MANAGEMENT PROCESSES.	
1.01a	RISER	4.2		
1.01b	RISER	1.7		
1.02	CHECKOUT/COLLECTION	48.3		
1.02a	SERVICES	1.4		
1.03	CIRCULATION	6.4		
1.04	CLEANER	5.4		
1.05	MALE WC	14.8		
1.06	FEMALE WC	14.9		
1.08	COMMS	3.0		
1.09	STORE	15.0	THE CONTRACTOR & THEIR SUBCONTRACTORS MUST COMPLY WITH LOCAL AUTHORITY TREE PROTECTION CLAUSES. THIS INCLUDES BUT IS NOT LIMITED TO: - COMPLIANCE WITH AS 4370 PROTECTION OF TREES ON DEVELOPMENT SITES - TO BE READ IN CONJUNCTION IF PROVIDED, ARBORIST REPORT - REFER TO THE COUNCIL SUPPLIED ARBORIST - DEVELOPMENT IMPACT REPORT WHERE REQUIRED, THE ARBORIST TO BE APPOINTED BY THE CONTRACTOR TO COORDINATE THE TREE MANAGEMENT PLAN IN CONSULTATION WITH COUNCIL AND/OR CLIENT. THE ARBORIST IS TO BE AVAILABLE FOR THE PERIOD OF THE CONTRACT TO CONSULT ON THE PROJECT. THE ARBORIST HAS TO ADDRESS THE PRE-COMMENCEMENT, COMMENCEMENT OF CONSTRUCTION AND POST CONSTRUCTION MANAGEMENT PROCESSES.	
1.10	CIRCULATION	39.1		
1.11	CONSULT MEETING	23.0		
1.12	CONSULT MEETING	22.9		
1.13	CONSULTING	18.5		
1.14	CONSULT MEETING	17.2		
1.15	PODCAST STUDIO	18.4		
1.16	CONSULT MEETING	18.3		
1.19	QUIET STUDY/ZOOM	10.7		
1.20	LAPTOP BAR & SEATING	62.1		
1.21	CIRCULATION	16.0	THE CONTRACTOR & THEIR SUBCONTRACTORS MUST COMPLY WITH LOCAL AUTHORITY TREE PROTECTION CLAUSES. THIS INCLUDES BUT IS NOT LIMITED TO: - COMPLIANCE WITH AS 4370 PROTECTION OF TREES ON DEVELOPMENT SITES - TO BE READ IN CONJUNCTION IF PROVIDED, ARBORIST REPORT - REFER TO THE COUNCIL SUPPLIED ARBORIST - DEVELOPMENT IMPACT REPORT WHERE REQUIRED, THE ARBORIST TO BE APPOINTED BY THE CONTRACTOR TO COORDINATE THE TREE MANAGEMENT PLAN IN CONSULTATION WITH COUNCIL AND/OR CLIENT. THE ARBORIST IS TO BE AVAILABLE FOR THE PERIOD OF THE CONTRACT TO CONSULT ON THE PROJECT. THE ARBORIST HAS TO ADDRESS THE PRE-COMMENCEMENT, COMMENCEMENT OF CONSTRUCTION AND POST CONSTRUCTION MANAGEMENT PROCESSES.	
1.22	STAR 02	20.4		
1.23	TECHNOLOGY HUB	37.7		
1.24	VOID	16.7		
1.25	COLLECTION	83.9		
1.30	STAR 01	20.4		
1.31	COLLECTION	127.2		
1.31a	FHR	0.9		
1.32	COLLABORATIVE LOUNGE	28.8		
1.35	SEATING	20.2		
1.44.0		144.0	THE CONTRACTOR & THEIR SUBCONTRACTORS MUST COMPLY WITH LOCAL AUTHORITY TREE PROTECTION CLAUSES. THIS INCLUDES BUT IS NOT LIMITED TO: - COMPLIANCE WITH AS 4370 PROTECTION OF TREES ON DEVELOPMENT SITES - TO BE READ IN CONJUNCTION IF PROVIDED, ARBORIST REPORT - REFER TO THE COUNCIL SUPPLIED ARBORIST - DEVELOPMENT IMPACT REPORT WHERE REQUIRED, THE ARBORIST TO BE APPOINTED BY THE CONTRACTOR TO COORDINATE THE TREE MANAGEMENT PLAN IN CONSULTATION WITH COUNCIL AND/OR CLIENT. THE ARBORIST IS TO BE AVAILABLE FOR THE PERIOD OF THE CONTRACT TO CONSULT ON THE PROJECT. THE ARBORIST HAS TO ADDRESS THE PRE-COMMENCEMENT, COMMENCEMENT OF CONSTRUCTION AND POST CONSTRUCTION MANAGEMENT PROCESSES.	
2.01	LIFT	5.4		
2.01a	RISER	3.9		
2.01b	RISER	1.7		
2.02a	SERVICES	2.3		
2.03	CIRCULATION	6.5		
2.04	UTILITIES	5.3		
2.05	MALE WC	11.1		
2.06	FEMALE WC	11.1		
2.10	MEETING ZOOM RM	13.7		
2.12	STAR 02	20.7	THE CONTRACTOR & THEIR SUBCONTRACTORS MUST COMPLY WITH LOCAL AUTHORITY TREE PROTECTION CLAUSES. THIS INCLUDES BUT IS NOT LIMITED TO: - COMPLIANCE WITH AS 4370 PROTECTION OF TREES ON DEVELOPMENT SITES - TO BE READ IN CONJUNCTION IF PROVIDED, ARBORIST REPORT - REFER TO THE COUNCIL SUPPLIED ARBORIST - DEVELOPMENT IMPACT REPORT WHERE REQUIRED, THE ARBORIST TO BE APPOINTED BY THE CONTRACTOR TO COORDINATE THE TREE MANAGEMENT PLAN IN CONSULTATION WITH COUNCIL AND/OR CLIENT. THE ARBORIST IS TO BE AVAILABLE FOR THE PERIOD OF THE CONTRACT TO CONSULT ON THE PROJECT. THE ARBORIST HAS TO ADDRESS THE PRE-COMMENCEMENT, COMMENCEMENT OF CONSTRUCTION AND POST CONSTRUCTION MANAGEMENT PROCESSES.	
2.13	SHARED STUDY/WORK SPACE	53.3		
2.14	CO-WORKING PREMIUM SPACE	139.4		
2.14	VOID	16.7		
2.16	CO-WORKING MEETING	9.1		
2.17	CO-WORKING MEETING	10.7		
2.18	ROOF TERRACE	101.0		
2.19	STAR 01	25.3		
2.20	BREAKOUT SPACE	45.5		
2.21	SEMINAR	80.3		
2.22	SEMINAR	77.7	THE CONTRACTOR & THEIR SUBCONTRACTORS MUST COMPLY WITH LOCAL AUTHORITY TREE PROTECTION CLAUSES. THIS INCLUDES BUT IS NOT LIMITED TO: - COMPLIANCE WITH AS 4370 PROTECTION OF TREES ON DEVELOPMENT SITES - TO BE READ IN CONJUNCTION IF PROVIDED, ARBORIST REPORT - REFER TO THE COUNCIL SUPPLIED ARBORIST - DEVELOPMENT IMPACT REPORT WHERE REQUIRED, THE ARBORIST TO BE APPOINTED BY THE CONTRACTOR TO COORDINATE THE TREE MANAGEMENT PLAN IN CONSULTATION WITH COUNCIL AND/OR CLIENT. THE ARBORIST IS TO BE AVAILABLE FOR THE PERIOD OF THE CONTRACT TO CONSULT ON THE PROJECT. THE ARBORIST HAS TO ADDRESS THE PRE-COMMENCEMENT, COMMENCEMENT OF CONSTRUCTION AND POST CONSTRUCTION MANAGEMENT PROCESSES.	
2.23	STORE	4.4		
2.24	COMMS	4.0		
		931.2 m ²		
		4,026.4 m ²		

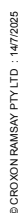


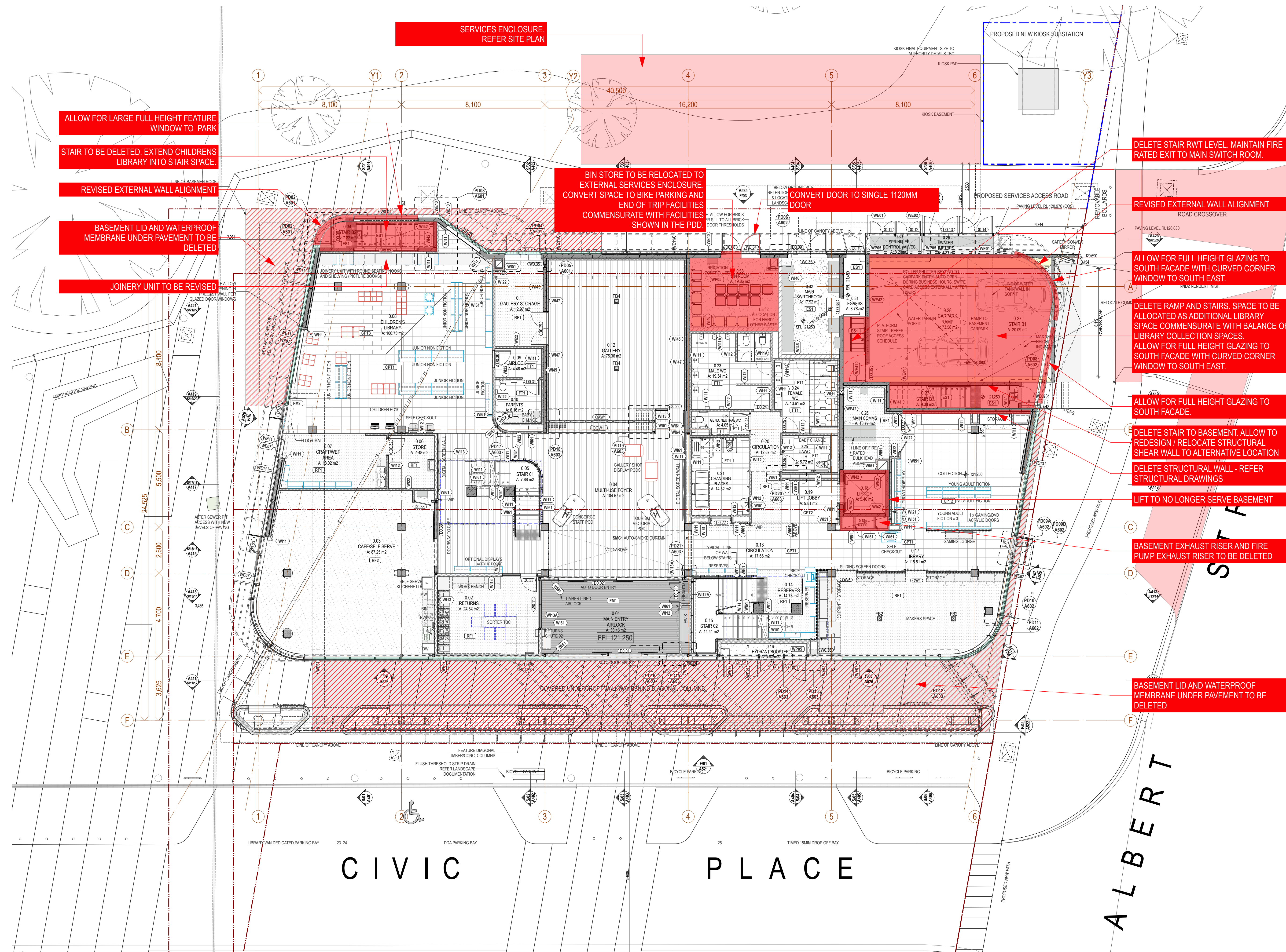
TPPR - COST OPTION 3 - TIMBER TO CONCRETE STRUCTURE (REMOVE BASEMENT)
TPPR.G.1 SITE PLAN PROPOSED REV02

Baw Baw Shire Council
33 Young Street
Drouin VIC 3820

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drawing Title: TIMBER TO CONCRETE (REMOVE BASEMENT)			
SITE PLAN PROPOSED			
scale: AS NOTED	phase: TENDER STAGE DOCUMENTATION		
date: 14/7/2025	status: PRELIM. WORK IN PROGRESS		
project No: 2153	drawing No: TPPR.G.1	REV 02	





GENERAL NOTES

- UNO ALL DIMENSIONS ARE IN MILLIMETRES. VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR SHOP DRAWINGS OR ORDERING ANY MATERIALS. DO NOT SCALE DRAWINGS.
- NOTIFY ANY ERRORS, DISCREPANCIES OR OMISSIONS TO THE ARCHITECT.
- DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED FOR CONSTRUCTION.
- ALL BOUNDARIES, CONTOURS AND LEVELS ARE SUBJECT TO SURVEY.

A2 PLANS

- REFER TO FULL SPECIFICATION FOR FIXTURES, MATERIALS AND FINISHES CODES.
- GENERALLY NEW SERVICES AND CABLES ARE TO BE CONCEALED WITHIN WALLS, CEILINGS, SKIRTINGS AND FLOORS UNLESS NOTED OTHERWISE.
- THE MAIN CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION LOCATION OF ALL SERVICES AT ALL STAGES OF CONSTRUCTION.
- SET-OUTS SHOWN ARE INDICATIVE. THE CONTRACTOR IS TO DETERMINE THE CORRECT SET-OUT REQUIRED TO ACHIEVE THE REQUIRED LEVELS, FALLS, MINIMUM SCALED BED THICKNESSES AND FLUSH THRESHOLDS THROUGHOUT THE PROJECT AND WITH THE SPECIFIED FLOOR FINISHES. ALLOW TO PROVIDE ADDITIONAL, SCALED AND OR LEVELLING COMPOUND AS REQUIRED TO ACHIEVE BUILD-UP TO FINISHED LEVELS. ALLOW FOR HIGH PERFORMANCE SCALED BEDS TO ACHIEVE MINIMUM THICKNESSES OF 30MM OR LESS AS REQUIRED.

WALL TYPES

NOTES REGARDING WALL TYPES

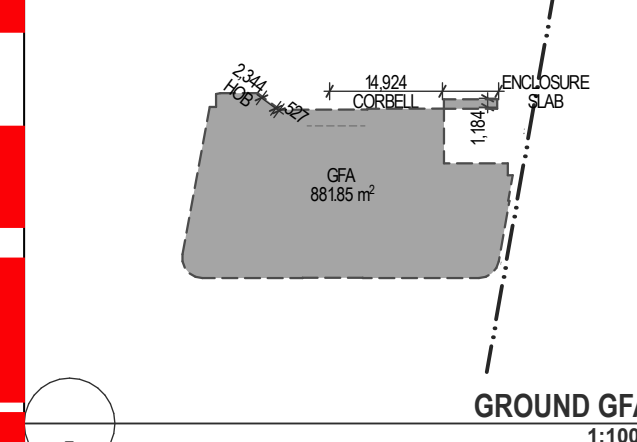
- REFER TO WALL TYPE SCHEDULE.
- ALSO REFER ELEVATIONS, SECTIONS & DETAILS FOR ANY ADDITIONAL WALL SET-OUTS BESIDES PLAN DIMENSIONS.
- REFER TO FULL SPECIFICATIONS UNDER FIXTURES, MATERIALS AND FINISHES SCHEDULE FOR APPLIED FINISHES (EG. T1).
- UNLESS NOTED OTHERWISE THEN ALLOW AND USE 13mm MP (MOISTURE RESISTANT) VERSION OF P81 LINING TO FACE WET AREA WALLS. GENERALLY INCLUDING ALL WC AMENITY AREAS, KITCHEN AREAS, CLEANERS ROOM OR ANY WALLS WITH A WALL TILE FINISH.
- MULTIPLE WALL TYPES HAVE VARIOUS CONSTRUCTION AT VARIOUS HEIGHTS. REFER TO THE ELEVATIONS & SECTIONS FOR EXTENTS.
- WALL TYPES ARE INDICATIVE ONLY ALSO REFER TO DETAILS AND FINISHES SCHEDULES FOR THE EXACT MAKE UP AND FINISH. FINAL THICKNESS ARE SUBJECT TO TOLERANCES, DO NOT EXCEED OR UNDERSIZE IF THE PERFORMANCE IS AFFECTED.
- ACUSTIC WALLS ARE TO BE IN ACCORDANCE WITH THE MANUFACTURERS, (CSR) SPECIFICATIONS IN ORDER TO ACHIEVE THE REQUIRED 'CERTIFIED' RWP RATING AS ASSOCIATED WITH WALL TYPES. ENSURE INSTALLATION DETAILS TO FRAMING AND FIXING ARE COMPLIANT. REFER TO SPECIFICATION FOR MINIMUM COMPLIANCES.

ARCHITECTURAL METALWORK NOTE:

- ALLOW FOR ALL ARCHITECTURAL METALWORK INCLUDING CLEATS, FIXING PLATES, SILLS, REVEALS, SUNSHADES ETC SHOWN ON THE ARCHITECTURAL DRAWINGS. INCLUDE AND COORDINATE THESE ARCHITECTURAL METALWORK ITEMS ON THE STRUCTURAL STEELWORK SHOP DRAWINGS.

SHOP DRAWINGS, 3D MODEL AND COORDINATION:

- THE CONTRACTOR IS TO PREPARE 3D MODELLED SHOP DRAWINGS AND FULLY COORDINATE ALL SERVICES.
- SHOP DRAWINGS AND 3D MODEL SHALL ALSO BE FULLY COORDINATED WITH OTHER SERVICES (DISCIPLINES): STRUCTURAL CONCRETE, STRUCTURAL STEEL, STRUCTURAL TIMBER AND ARCHITECTURAL ELEMENTS.
- PROVIDE INDIVIDUAL 3D MODELS OF EACH DISCIPLINE AND A COMBINED 3D MODEL OF ALL ELEMENTS IN IFC FORMAT FOR REVIEW BY THE CONSULTANT TEAM.



GROUND GFA
1:1000

ALLOW FOR FULL HEIGHT GLAZING TO SOUTH FACADE.

DELETE STAIR TO BASEMENT. ALLOW TO REDESIGN / RELOCATE STRUCTURAL SHEAR WALL TO ALTERNATIVE LOCATION

DELETE STRUCTURAL WALL - REFER STRUCTURAL DRAWINGS

LIFT TO NO LONGER SERVE BASEMENT

BASEMENT EXHAUST RISER AND FIRE PUMP EXHAUST RISER TO BE DELETED

BASEMENT LID AND WATERPROOF MEMBRANE UNDER PAVEMENT TO BE DELETED

BASEMENT LID AND WATERPROOF MEMBRANE UNDER PAVEMENT TO BE DELETED

GA PROPOSED GF FLOOR PLAN

scale:
AS NOTED

phase:
TENDER STAGE DOCUMENTATION

date:
14/7/2025

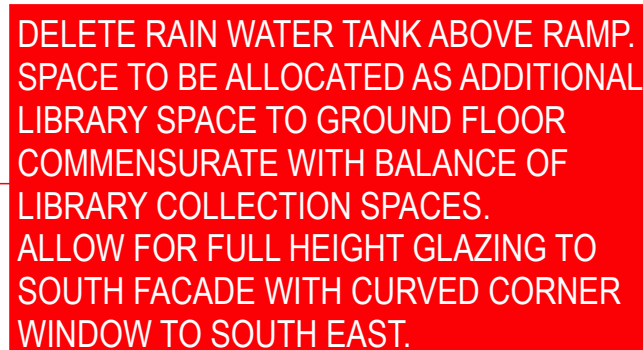
status:
PRELIM. WORK IN PROGRESS

project No:
2153

drawing No:
TPPR.G.3

REV
02

TPPR - COST OPTION 3 - TIMBER TO CONCRETE STRUCTURE (REMOVE BASEMENT)
TPPR.G.3 GA PROPOSED GF FLOOR PLAN REV02



DELETE RAIN WATER TANK ABOVE RAMP.
SPACE TO BE ALLOCATED AS ADDITIONAL
LIBRARY SPACE TO GROUND FLOOR
COMMENSURATE WITH BALANCE OF
LIBRARY COLLECTION SPACES.
ALLOW FOR FULL HEIGHT GLAZING TO
SOUTH FACADE WITH CURVED CORNER
WINDOW TO SOUTH EAST.



- | | | | | |
|--|--|--|--|--|
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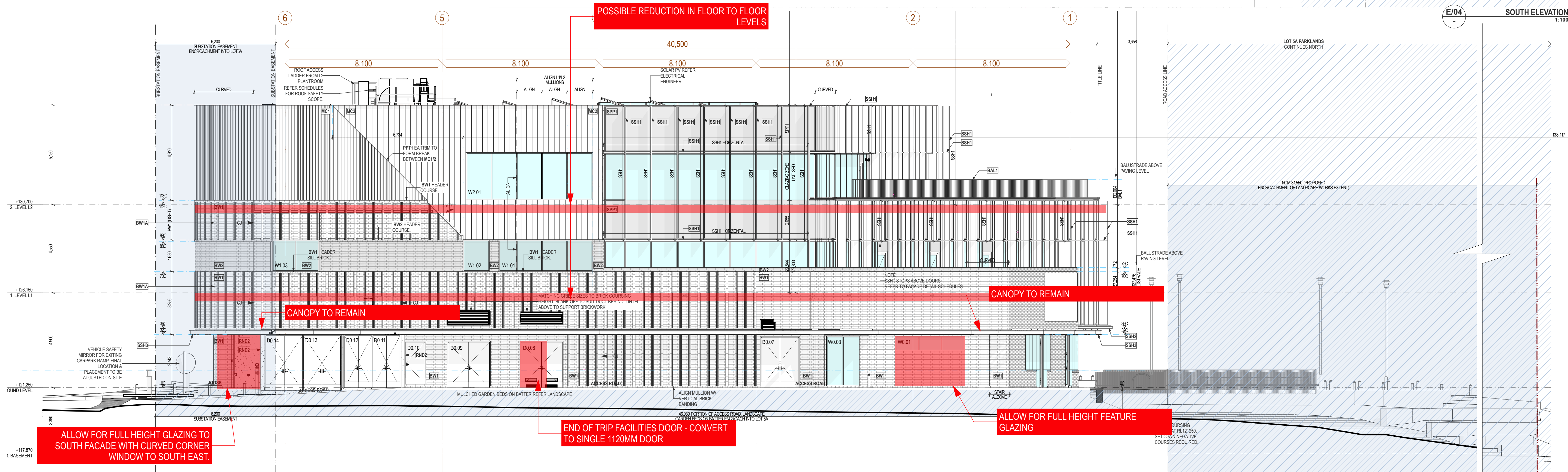
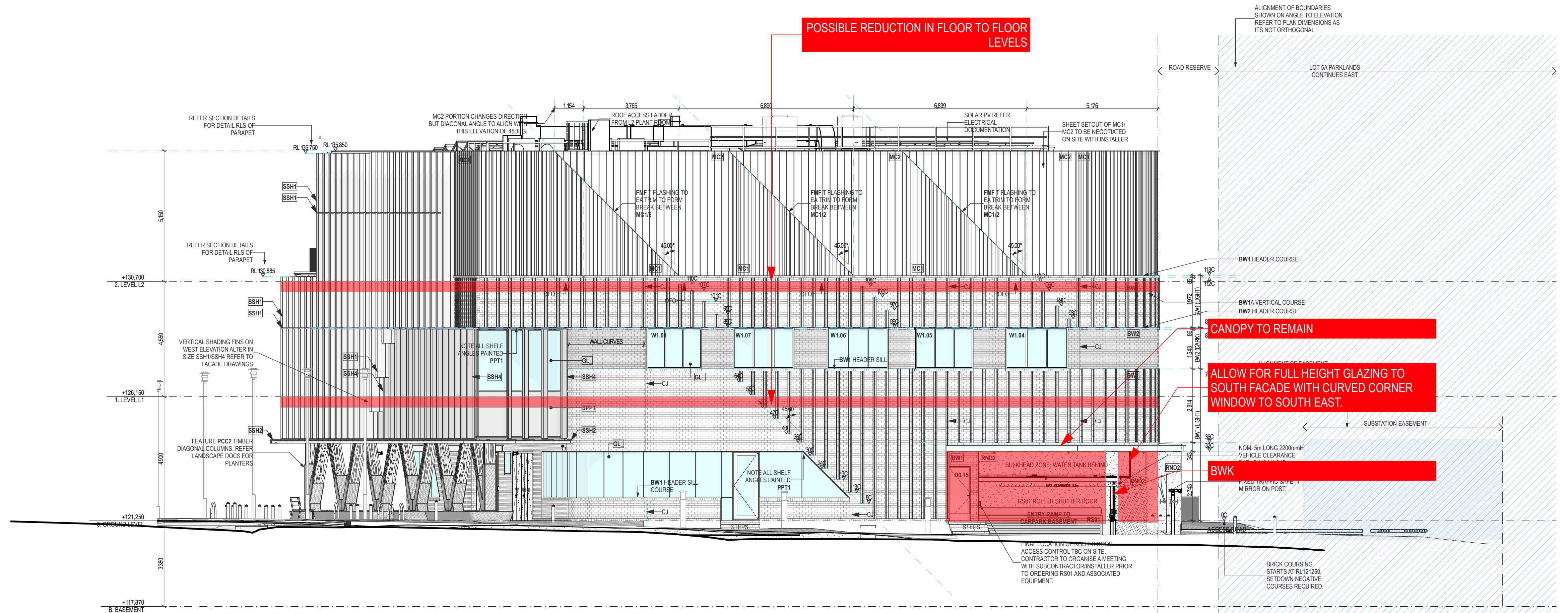
E-CROWN GAMES PVT LTD : 1672025

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- * REFER TO FULL SPECIFICATION FOR FIXTURES, MATERIALS AND FINISHES CODES.
- * CONFIRM THE EXACT LOCATION OF ALL FITTINGS (LIGHTS, GRILLES AND SINKS) PRIOR TO INSTALLATION.
- * GENERALLY NEW SERVICES AND CABLING ARE TO BE CONCEALED WITH WALLS, CEILINGS, SKIRTINGS AND FLOORS UNLESS NOTED OTHERWISE.
- * COORDINATE WITH ALL OTHER TRADES FOR ALL NEW SERVICES.
- * NOTE: GPS & DATA POINTS SHOWN FOR COORDINATION ONLY. REFER TO ELECTRICAL DRAWINGS FOR NUMBER AND TYPE. CONFIRM LOCATION OF ALL POINTS ON SITE PRIOR TO ROUGH IN.
- * REFER TO ELECTRICAL DRAWINGS FOR FITTING CODES.
- * COORDINATE WITH SEPARATE AUDIO VISUAL CONTRACTOR.

ARCHITECTURAL METALWORK NOTE:

- * ALLOW FOR ALL ARCHITECTURAL METALWORK INCLUDING CLEATS, FIXING PLATES, SILLS, REVEALS, SUNSHADES ETC. SHOWN ON THE ARCHITECTURAL DRAWINGS AND COORDINATE WITH ALL OTHER TRADES FOR ALL METALWORK ITEMS ON THE STRUCTURAL STEELWORK SHOP DRAWINGS.



TPPR - COST OPTION 3 - TIMBER TO CONCRETE STRUCTURE (REMOVE BASEMENT)
TPPR.G.10 GA ELEVATIONS REV02

[illegible]

Baw Baw Culture and Connection Precinct Stage #1

21ARG073 PAN S013

11 July 2025

page 1 of 2

TPPR - Timber change to RC & Basement removal (Cost Option #2)

to: Catherine Ramsay Croxon Ramsay catherine.ramsay@croxonramsay.com.au

Catherine,

In accordance with the scope as part of the TPPR option Two "Timber change to RC & Basement removal", please refer to the following.

We have completed a preliminary design for costing of Cost option Two which included:

- ETABS modelling and Seismic design
- Shear wall and moment frame verification
- Level 1 PT Slab Design
- Level 2 PT slab design
- Ground Floor suspended slab design
- Pad & Raft Foundation design

As part of the attached sketch drawings, you'll note the following changes:

1. The Ground floor suspended PT slab has been swapped out for a suspended RC slab over a PAD and Raft foundation system, utilising revised bearing capacities as per **S#245667-PRJ1403779-GEO-REP-01** dated 09.07.25. The Raft and Pad foundations are larger compared to the timber framed, cost option one to account for the increased mass and seismic loading.
2. As a principle we have tried to align with the original design intent and have kept the column and diagrid strut geometry. This approach limits the need for further coordination, achieves fire rating requirements, requires less reinforcing and reduces punching shear in slab elements.
3. Diagrid bracing is currently shown as RC but can be replaced with Precast if preferred.
4. All façade elements previously fixed the timber floor plate/edge beams are assumed to be site welded to cast in plates. We have assumed a similar fire separation methodology between floors will be adopted however, these can be simplified by adding slab edge up/down turns.
5. All roof and secondary steelwork is assumed to be remain as per original scheme with connection interfaces the only to be revised.
6. The principle of the design changes as to the ground floor as part of the removal of the basement have been executed in accordance with the Croxon Ramsay drawing TP.A104 dated 05.06.25. We confirm that the footings and shear walls structures have been fully resolved to withstand global vertical and stability forces. We note that there are instances where final coordination may be required between structure and architecture to finalise the coordination of these elements. Note, that these walls have been clearly illustrated as part of the attached sketches

Baw Baw Culture and Connection Precinct Stage #1

TPPR - Timber change to RC & Basement removal (Cost Option #2)

7. A new slab and foundation arrangement has been provided to support the relocated tank and bin store. We have retained the wall supporting the edge of the existing service road to enable stepping between the bin store and tank slab and the potentially ramped service road. Final details of this stepping arrangement are to be confirmed. We have also provided direction to remove the current L1 tank support structure.

Should you have any queries or require any further information, please feel free to contact us.

Kind Regards,



Andrew Gall
Director
Argall Pty Ltd

KEY

BLUE STRUCTURE - NO CHANGE FROM CURRENT SCHEME
RED STRUCTURE - STRUCTURE ALTERED TO REFLECT COST OPTION

NOTE:
SHEAR WALLS ARE REQUIRED IN THE N-W CORNER. FINAL ARRANGEMENT TO BE COORDINATED HOWEVER, WALLS SHOWN SHOULD BE INCLUDE FOR COSTING PURPOSES

TYPICAL INTERNAL
ALLOW 150 THICK SUSPENDED SLAB
OVER 500x600(d) CLASS H BEAMS
REINFORCING:
- 75kg/m³ SLAB
- 75kg/m³ BEAMS

TYPICAL EXTERNAL
ALLOW 150 THICK SUSPENDED SLAB
OVER 500x600(d) CLASS H BEAMS
REINFORCING:
- 55kg/m³ SLAB
- 75kg/m³ BEAMS

** ALL TIMBER COLUMNS
REPLACED WITH RC EQUIVALENT
- MAINTAIN EXISTING SIZE
- ALLOW 250kg/m³

COST OPTION 2
REMOVE BASEMENT AND SUBSTITUTION
OF MASS TIMBER WITH CONCRETE

REPLACE WITH
420x420 STRUT &
ALLOW 250kg/m³

NO CHANGE TO
PCP1

VIEW X-X

SECTION
SCALE 1:100

ARGALL

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ABN: 75 805 101 061

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cnr Lt Nicholson Street & Mollison Street
t: 03 9429 1005 www.croxonramsay.com.au

NOT FOR CONSTRUCTION

DESIGNED:	ARG	DRAWN:	MAP
CHECKED:	ARG	CERTIFIED:	DR
APPROVED:	ARG	SHEET SIZE:	B1

PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT
STAGE 1

DRAWING TITLE:
GROUND FLOOR - GENERAL
ARRANGEMENT PLAN

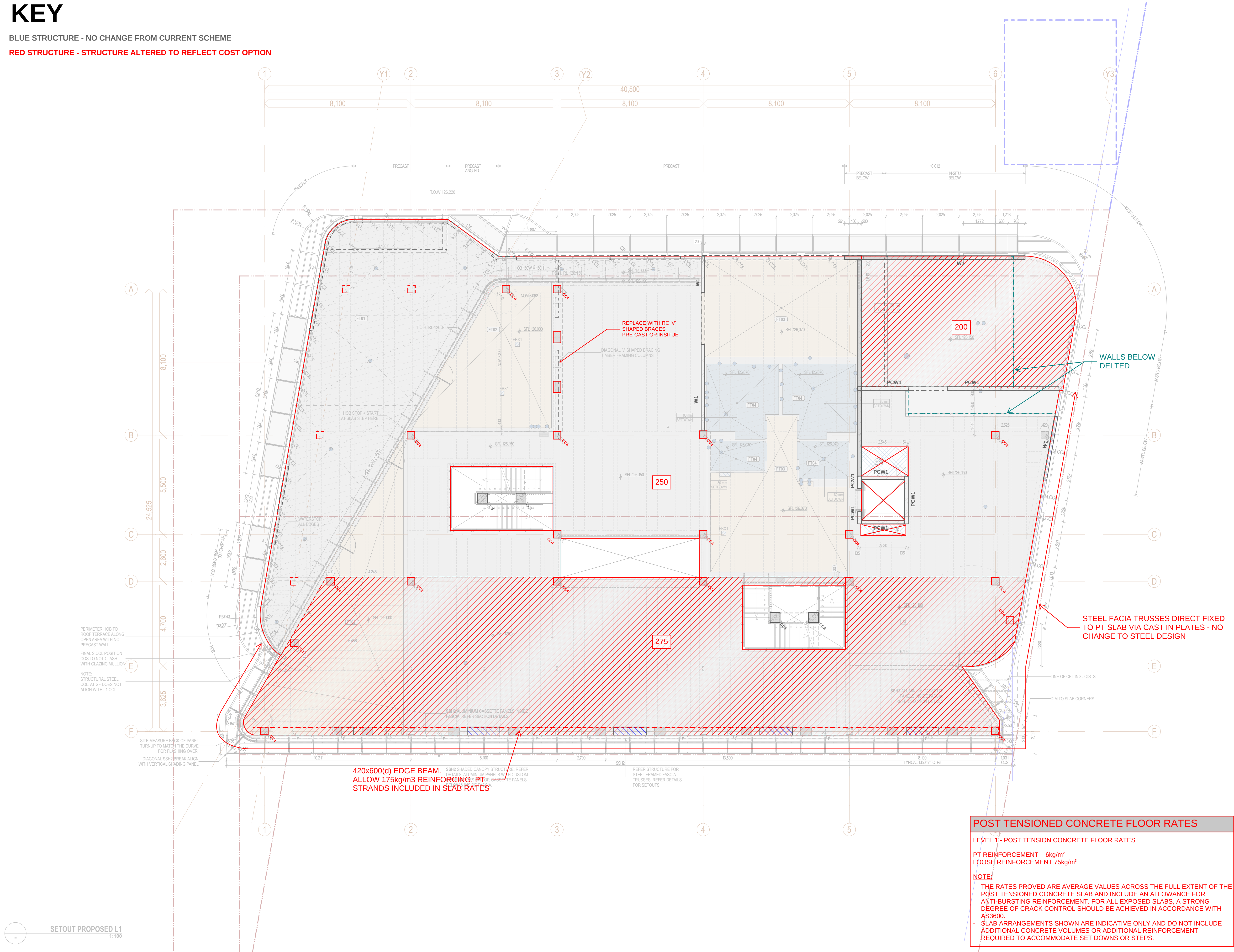
PROJECT NUMBER: DRAWING: REVISION:

21ARG073 PANS013 - SK1

ARGALL

KEY

BLUE STRUCTURE - NO CHANGE FROM CURRENT SCHEME
RED STRUCTURE - STRUCTURE ALTERED TO REFLECT COST OPTION



ARGALL

Level 1, 8 Rankins Lane, Melbourne VIC 3000
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DESIGNED:	ARG	DRAWN:	MAP
CHECKED:	ARG	CERTIFIED:	DR
APPROVED:	ARG	SHEET SIZE:	B1

PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT
STAGE 1

DRAWING TITLE:

LEVEL 1 - GENERAL
ARRANGEMENT PLAN

PROJECT NUMBER: DRAWING: REVISION:

21ARG073 PANS013 - SK2

ARGALL

POST TENSIONED CONCRETE FLOOR RATES

LEVEL 1 - POST TENSION CONCRETE FLOOR RATES

PT REINFORCEMENT 6kg/m²
LOOSE REINFORCEMENT 75kg/m³

NOTE:

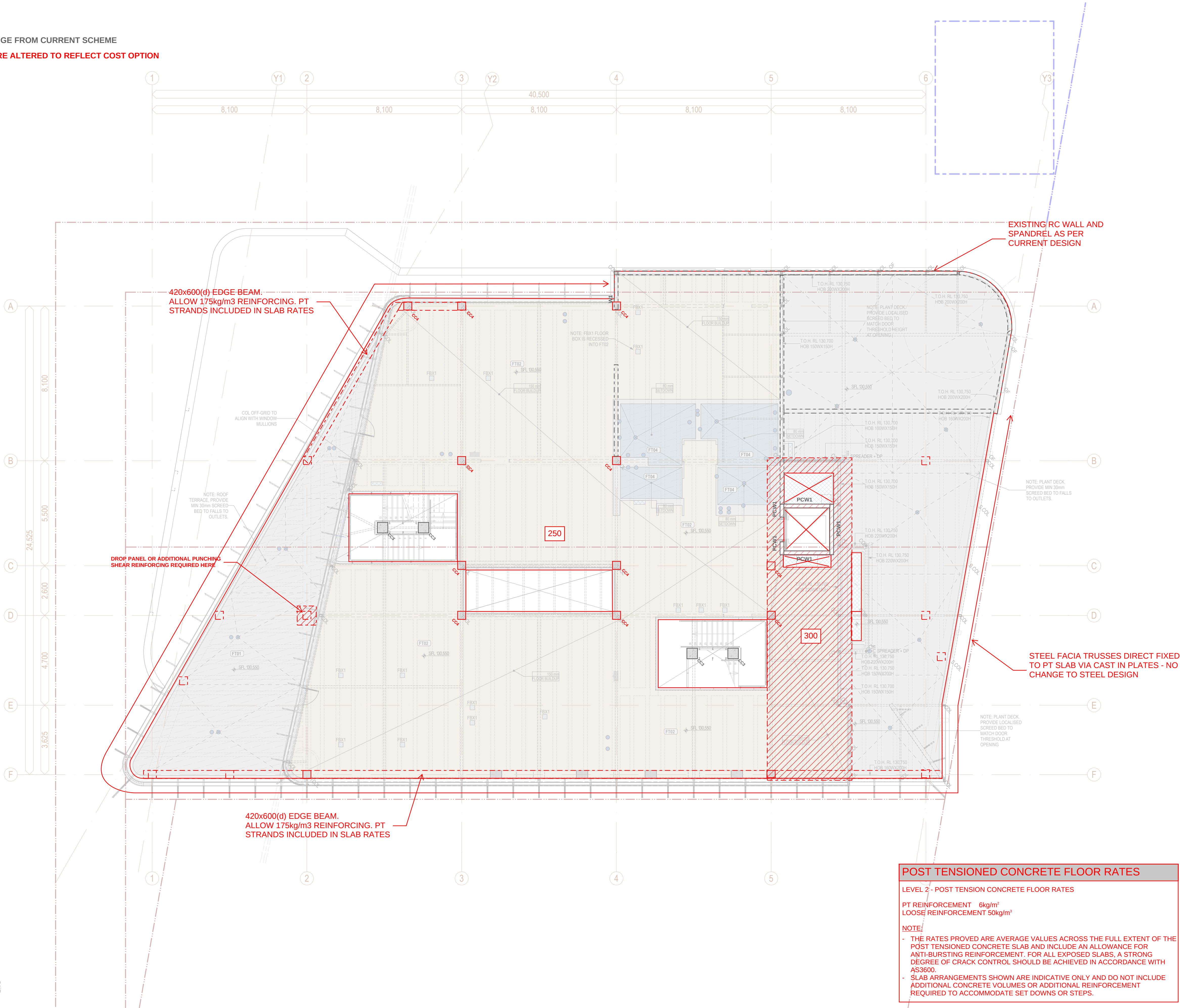
- THE RATES PROVIDED ARE AVERAGE VALUES ACROSS THE FULL EXTENT OF THE POST TENSIONED CONCRETE SLAB AND INCLUDE AN ALLOWANCE FOR ANTI-BURSTING REINFORCEMENT. FOR ALL EXPOSED SLABS, A STRONG DEGREE OF CRACK CONTROL SHOULD BE ACHIEVED IN ACCORDANCE WITH AS3600.
- SLAB ARRANGEMENTS SHOWN ARE INDICATIVE ONLY AND DO NOT INCLUDE ADDITIONAL CONCRETE VOLUMES OR ADDITIONAL REINFORCEMENT REQUIRED TO ACCOMMODATE SET DOWNS OR STEPS.

COLUMN NOTES:

- ALL TIMBER COLUMNS SHALL BE REPLACED
- WITH RC EQUIVALENT
- MAINTAIN EXISTING SIZE
- ALLOW 250kg/m³

KEY

BLUE STRUCTURE - NO CHANGE FROM CURRENT SCHEME
RED STRUCTURE - STRUCTURE ALTERED TO REFLECT COST OPTION



COST OPTION 2
REMOVE BASEMENT AND SUBSTITUTION
OF MASS TIMBER WITH CONCRETE

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DESIGNED:	ARG	DRAWN:	MAP
CHECKED:	ARG	CERTIFIED:	DR
APPROVED:	ARG	SHEET SIZE:	B1

PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT
STAGE 1

DRAWING TITLE:
LEVEL 2 - GENERAL
ARRANGEMENT PLAN

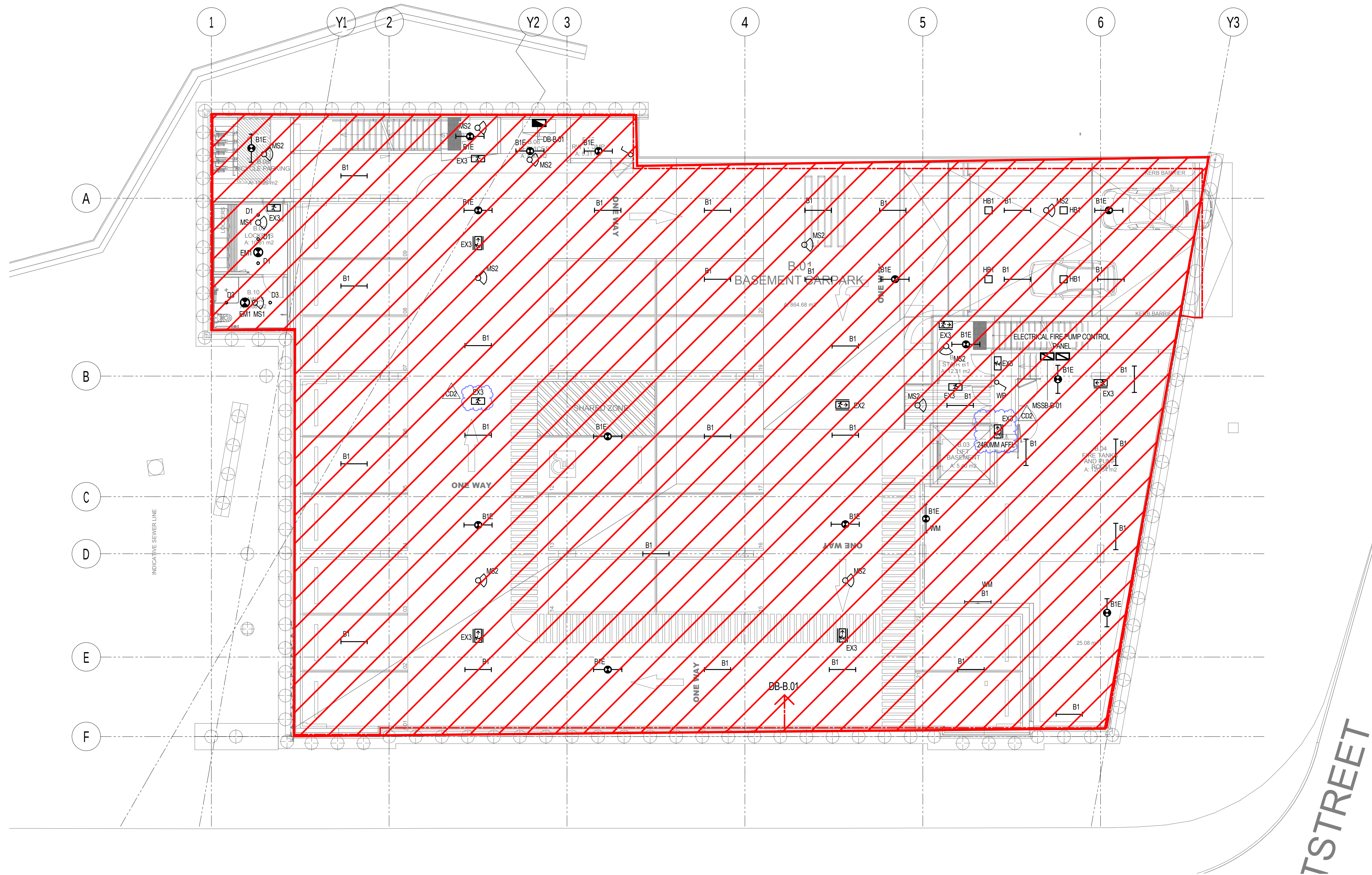
PROJECT NUMBER: DRAWING: REVISION:

21ARG073 PANS013 - SK3

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NOTES:

1. FOR GENERAL NOTES, ABBREVIATIONS AND SYMBOL LEGEND REFER TO DRAWING EL-0001.
2. ALL THE EQUIPMENT, FIXTURES AND FITTINGS INCLUDING CABLE TRAY THAT ARE IN THE EXPOSED CEILING AREA SHALL BE BLACK FINISH.
3. ALL SWITCHES TO BE LOCATED MINIMUM 500MM FROM AN INTERNAL CORNER AND 900-1100MM AFFL, AS PER DDA REQUIREMENTS.



- THE COST IMPACT OF THIS CHANGE SHALL BE HOLISTIC, ACCOUNTS FOR IMPACTS ON OTHER PROJECT COMPONENTS AND INCLUDE ANY ADDITIONAL ALLOWANCES AS REQUIRED TO DELIVER THE PROJECT IN ACCORDANCE WITH THE INTENT EMBODIED IN THIS DOCUMENTATION.

CD2	16.05.2025	SP	100% CONTRACT DOCUMENTATION ISSUE	SH	FB
CD1	28.04.2023	EN	100% CONTRACT DOCUMENTATION ISSUE	JG	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS: 100% CONTRACT DOCUMENTATION



Level 11, 567 Collins St, Melbourne VIC 3000

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CLIENT:



ARCHITECT:

JECT: **CROXON RAMSAY**

PROJECT:

BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 1 -
LIBRARY & LEARNING
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:

ELECTRICAL SERVICES
BASEMENT - LIGHTING LAYOUT

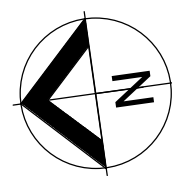
SCALE @ A1: 1:100	CHECKED: JG	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: EN	DATE: OCT 2022

DRAWING No:	EL-0100	REV:	CD2
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ALL ELECTRICAL SERVICES ON THIS PAGE TO BE REMOVED UNLESS NOTED OTHERWISE AS PART OF COST OPTION 1.

DO NOT SCALE



NOTES:

- FOR GENERAL NOTES, ABBREVIATIONS AND SYMBOL LEGEND REFER TO DRAWING EL-0001.
- INGROUND VEHICLE INDUCTION LOOP, FINAL LOCATION TO BE COORDINATED ON SITE. PROVISION FOR THE FOLLOWING:
 - 2 x 25mm² CONDUIT TO THE CONTROL PANEL.
 - 1 x 10A 1PH POWER SUPPLY.
- ALLOW FOR PROVISION OF 3 PHASE 63 AMPERE ISOLATOR AND ASSOCIATED CONDUITS AND ACCESSORIES FOR CONNECTION TO THE STORM WATER PUMP CONTROL PANEL. ALLOW FOR COORDINATION AND MINIMUM 10 METER LOCATION CHANGE.
- ALL THE EQUIPMENT, FIXTURES AND FITTINGS INCLUDING CABLE TRAY THAT ARE IN THE EXPOSED CEILING AREA SHALL BE BLACK FINISH.
- COORDINATE FINAL LOCATION OF ISOLATOR ON SITE WITH ARCHITECT.
- PROVIDE 5 x POWER SUPPLY BIKE CHARGING. CONTRACTOR TO COORDINATE THE EXACT POWER REQUIREMENT DURING CONSTRUCTION.
- ALL PUSH BUTTONS, SWIPE CARD READERS AND PUSH TO EXIT SHALL BE LOCATED MINIMUM 500MM FROM AN INTERNAL CORNER.

CD2

Power Supplies for Bike Charging to be relocated to new location

Power Supply to be relocated to new location of storm water pumps

Power Supply to be relocated to new location of rain water pumps

Power Supplies to be relocated to new locations of equipment/ panels

NOTE:
- THE PROPOSED CHAGES ARE INDICATIVE TO DEMONSTRATE THE DESIGN INTENT AND DO NOT INCLUDE REVISED SIZING INFORMATION.

- THE COST IMPACT OF THIS CHANGE SHALL BE HOLISTIC, ACCOUNTS FOR IMPACTS ON OTHER PROJECT COMPONENTETS AND INCLUDE ANY ADDITIONAL ALLOWANCES AS REQUIRED TO DELIVER THE PROJECT IN ACCORDANCE WITH THE INTENT EMBODIED IN THIS DOCUMENTATION.

DRAWING CREATED IN REVIT.

CD2	16.05.2025	SP	100% CONTRACT DOCUMENTATION ISSUE	SH	FB
CD1	28.04.2023	EN	100% CONTRACT DOCUMENTATION ISSUE	JG	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:
100% CONTRACT DOCUMENTATION

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CLIENT: **BAW BAW SHIRE COUNCIL**

ARCHITECT: **CROXON RAMSAY**

PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 1 -
LIBRARY & LEARNING
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
ELECTRICAL SERVICES
BASEMENT - POWER, COMMUNICATIONS AND
SECURITY LAYOUT

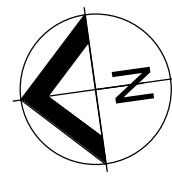
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PROJECT NUMBER: PS131298	DRAWN: EN	DATE: OCT 2022

DRAWING No: EL-0200	REV: CD2
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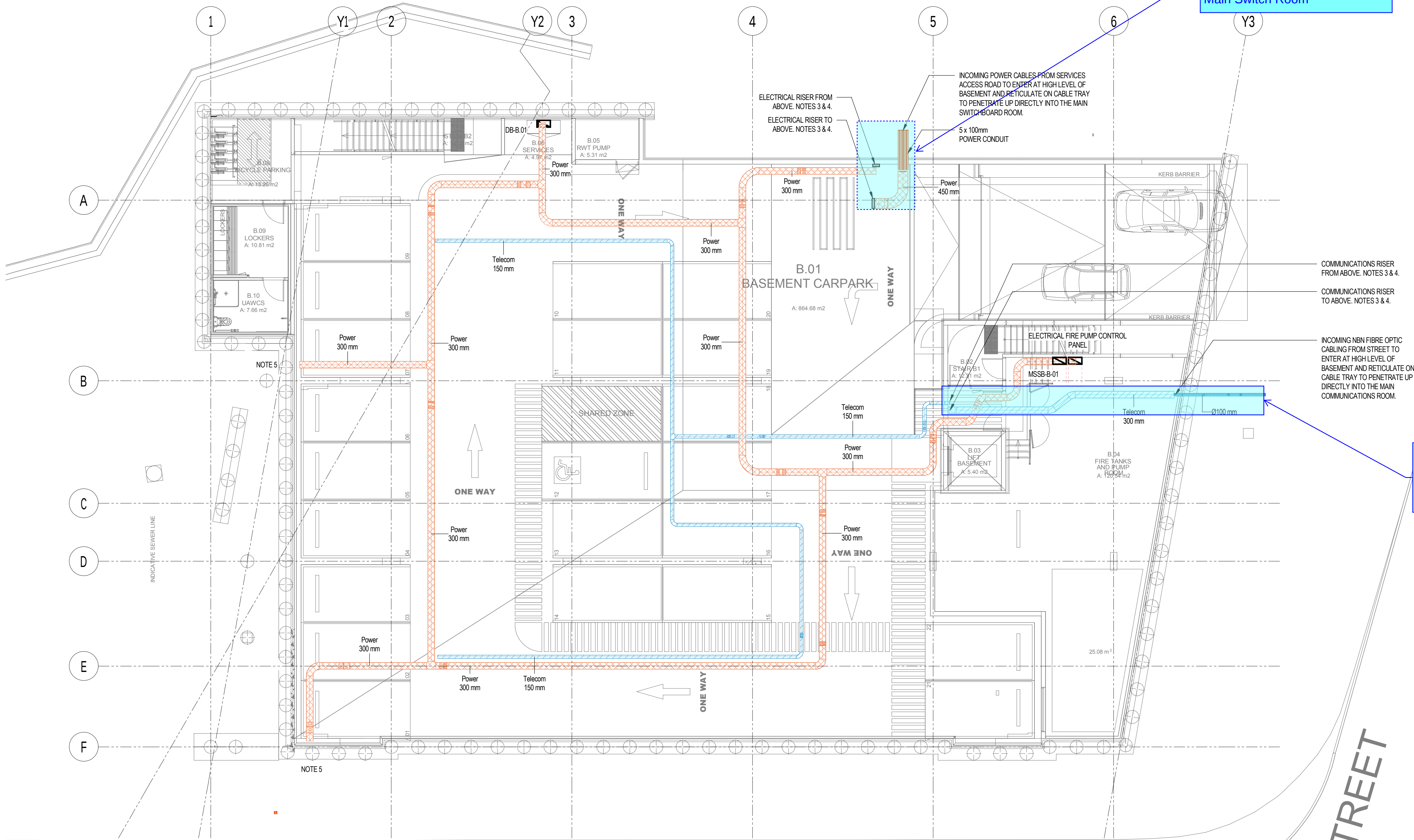


NOTES:

1. FOR GENERAL NOTES, ABBREVIATIONS AND SYMBOL LEGEND REFER TO DRAWING EL-0001.
2. ALL THE EQUIPMENT, FIXTURES AND FITTINGS INCLUDING CABLE TRAY THAT ARE IN THE EXPOSED CEILING AREA SHALL BE BLACK FINISH.
3. FIRE RATE ALL PENETRATION AS REQUIRED.
4. PROVIDE FIRE COLLAR FOR CABLE TRAY PENETRATION.
5. REFER TO DRAWING EL-0051 FOR CONTINUATION TO SITE RETICULATION LAYOUT.

Incoming power cables to be reticulated in conduits (under-ground) directly up to the Main Switch Room

Incoming communications cables to be reticulated in conduits (under-ground) directly up to the Main Communications Room



NOTE:
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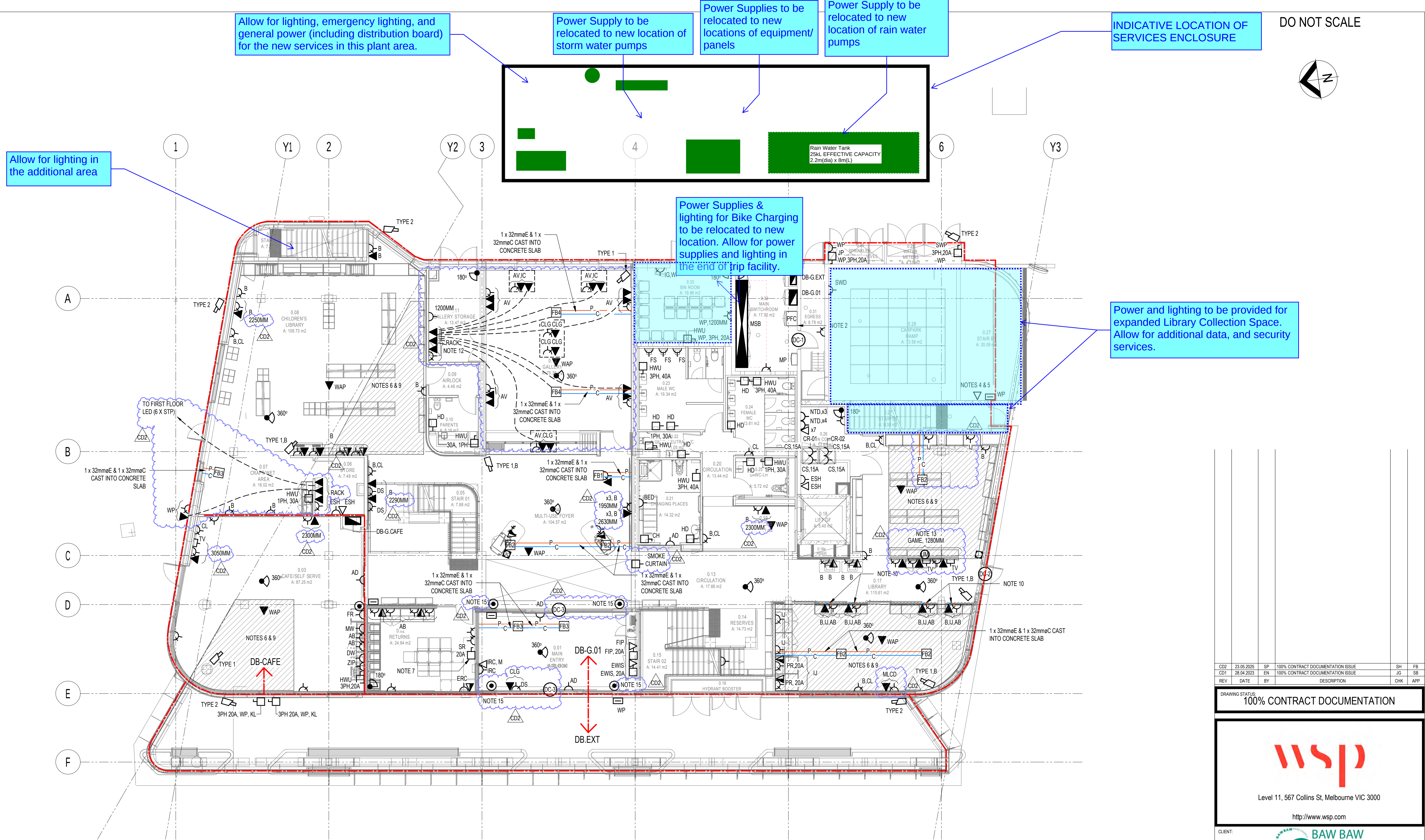
PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 1 -
LIBRARY & LEARNING
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
ELECTRICAL SERVICES
BASEMENT - CONTAINMENT LAYOUT

SCALE @ A1: 1:100	CHECKED: JG	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: EN	DATE: OCT 2022

DRAWING No: EL-0300	REV: CD2
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Allow for lighting in the additional area

Allow for lighting, emergency lighting, and general power (including distribution board) for the new services in this plant area.

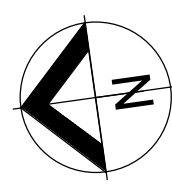
Power Supply to be relocated to new location of storm water pumps

Power Supplies to be relocated to new locations of equipment/panels

Power Supply to be relocated to new location of rain water pumps

INDICATIVE LOCATION OF SERVICES ENCLOSURE

DO NOT SCALE



Power Supplies & lighting for Bike Charging to be relocated to new location. Allow for power supplies and lighting in the end of trip facility.

Power and lighting to be provided for expanded Library Collection Space. Allow for additional data, and security services.

NOTES:

- FOR GENERAL NOTES, ABBREVIATIONS AND SYMBOL LEGEND REFER TO DRAWING EL-0001.
- SPACE PROVISION FOR FUTURE POWER FACTOR CORRECTION UNIT.
- ALL INTERNAL AND EXTERNAL RETURN CHUTE SUPPLY REQUIREMENT TO BE COORDINATED WITH THE MANUFACTURER.
- PROVISION FOR REMOTE OPERATION OF CARPARK BOOM GATE IN RECEPTION. ALLOW FOR CABLE PATHWAY INCLUDING CABLE/CONDUITS/CABLE TRAY. FINAL LOCATION AND PATHWAY TO BE CONFIRMED.
- THE CARD READER TO BE MOUNTED ON THE WALL AND THE RETICULATION TO BE CONCEALED INTO THE WALL.
- ALL RETICULATION BE IN NEATLY INSTALLED CONDUIT, PAINT FINISHED TO MATCH THE ARCHITECTS INTENT.
 - CONDUITS SHALL NOT TRAVERSE TIMBER BEAMS OR TIMBER JOISTS. ALL RETICULATION PERPENDICULAR TO STRUCTURE SHALL BE DONE IN ADJACENT CEILING SPACES OR BULKHEADS.
 - RETICULATION PARALLEL TO STRUCTURE SHALL BE CONCEALED UNDER SOFFIT INSULATION

- ELECTRIC SORTER MACHINE TO HAVE OWN DEDICATED RCD CIRCUIT.
- ALL RFID GATE OUTLETS IN FLOOR BOXES (FB4) TO HAVE OWN DEDICATED RCD CIRCUIT.
- FOR AREAS WITH NO CEILING:
 - WHERE POSSIBLE ALL SERVICES SHALL BE DIVERTED AWAY FROM THIS AREA.
 - ALL RETICULATION SHALL BE IN NEATLY INSTALLED IN CONDUIT, PAINT FINISHED.
 - CONDUIT / PIPES SHALL NOT TRAVERSE TIMBER BEAMS OR TIMBER JOISTS. ALL RETICULATION PERPENDICULAR TO STRUCTURE SHALL BE DONE IN ADJACENT CEILING SPACES OR BULKHEADS.
 - RETICULATION PARALLEL TO STRUCTURE SHALL BE CONCEALED UNDER SOFFIT INSULATION
- EACH OF THE POWER AND DATA PROVISIONS INFRONT OF THE TIMBER SCREEN ARE TO BE FED FROM ABOVE VIA A CONDUIT IN THE TIMBER.

- ALL THE EQUIPMENT, FIXTURES AND FITTINGS INCLUDING CABLE TRAY THAT ARE IN THE EXPOSED CEILING AREA SHALL BE BLACK FINISH.
- AV RACKS TO BE PROVIDED BY THE AV CONTRACTOR. ELECTRICAL CONTRACTOR TO ALLOW FOR THE CATEGORY 6A CABLE FROM AV RACK TO THE FINAL OUTLET. ELECTRICAL CONTRACTOR TO ALLOW FOR CATEGORY 6A CABLING BETWEEN THE AV RACKS AND MAIN BUILDINGS RACKS IN EACH FLOOR.
- ALLOW FOR GAMING TV POINTS, REFER TO AV DOCUMENTS FOR FINAL LOCATION.
 - 1 X 2 DGPO
 - 2 X RJ45 OUTLETS
 - 1 X MATV
 - 1 X 2 DGPO
 - 2 X RJ45 OUTLETS
 - 1 X MATV
 - 1 X 2 DGPO
 - 2 X RJ45 OUTLETS

- ALL SWIPE CARD READERS, BREAKGLASSES AND PUSH TO EXIT BUTTONS SHALL BE LOCATED MINIMUM 500MM FROM AN INTERNAL CORNER.
- PUSH BUTTON DEVICE WITH LOCALISED BATTERY BACKUP (MIN CAPACITY 100 CYCLES IN AN EVENT OF POWER FAILURE), LOCATED BETWEEN 0.9M AND 1.1M AFL. PUSHING THE BUTTON SHALL OPEN POWER OPERATED DOORS SIMULTANEOUSLY (INTERNAL & EXTERNAL), ALLOWING EGRESS IN EMERGENCIES.

NOTE:
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- THE COST IMPACT OF THIS CHANGE SHALL BE HOLISTIC, ACCOUNTS FOR IMPACTS ON OTHER PROJECT COMPONENTS AND INCLUDE ANY ADDITIONAL ALLOWANCES AS REQUIRED TO DELIVER THE PROJECT IN ACCORDANCE WITH THE INTENT EMBODIED IN THIS DOCUMENTATION.

CD2	23.05.2025	SP	100% CONTRACT DOCUMENTATION ISSUE	SH	FB
CD1	28.04.2023	EN	100% CONTRACT DOCUMENTATION ISSUE	JG	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS: 100% CONTRACT DOCUMENTATION

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CLIENT: **BAW BAW SHIRE COUNCIL**

ARCHITECT: **CROXON RAMSAY**

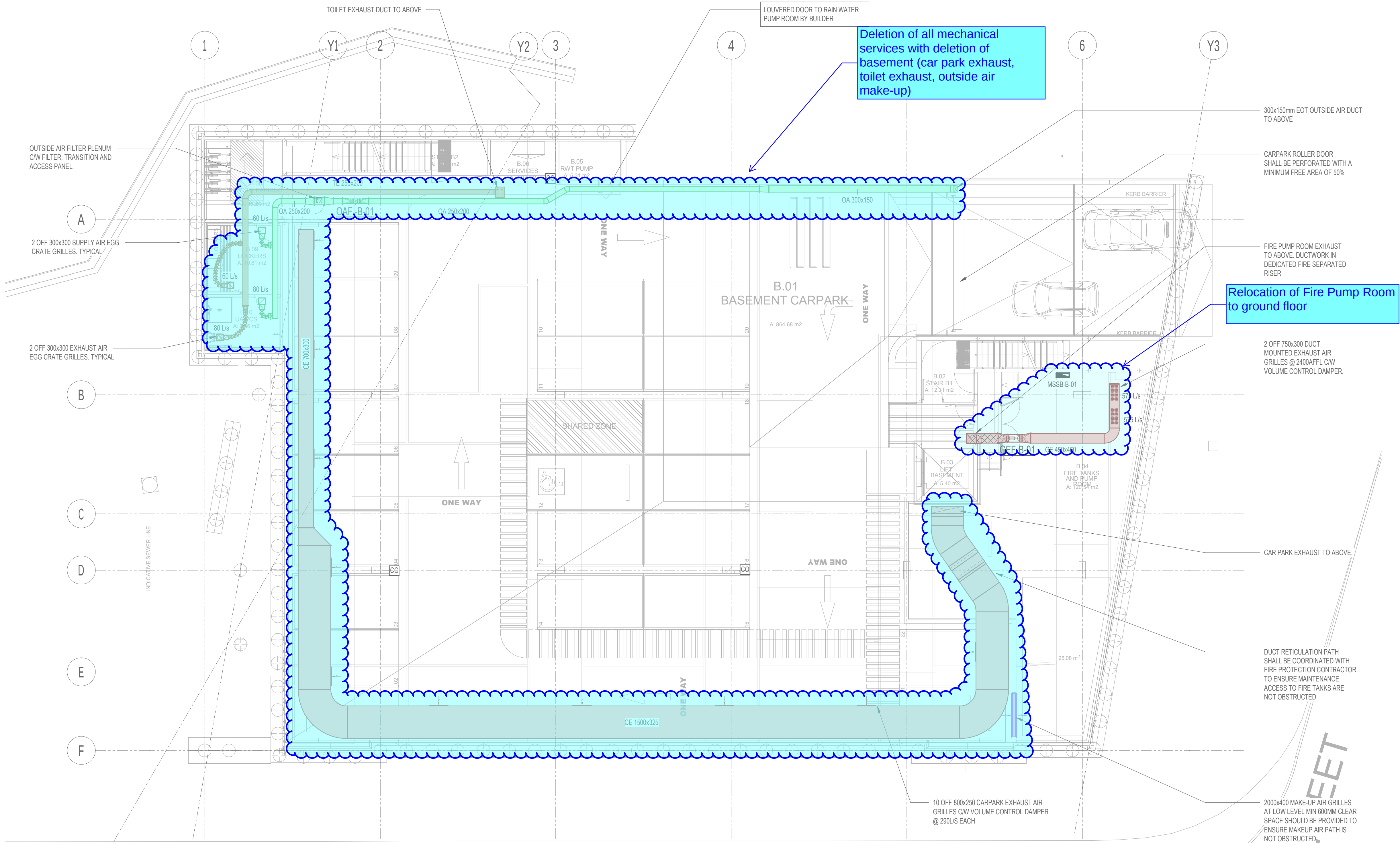
PROJECT: **BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 1 - LIBRARY & LEARNING**
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE: **ELECTRICAL SERVICES
GROUND FLOOR - POWER, COMMUNICATIONS AND
SECURITY LAYOUT**

SCALE @ A1: 1:100	CHECKED: JG	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: EN	DATE: OCT 2022

DRAWING NO: EL-0201	REV: CD2
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Deletion of all mechanical services with deletion of basement (car park exhaust, toilet exhaust, outside air make-up)

Relocation of Fire Pump Room to ground floor

NOTE:
- THE PROPOSED CHAGES ARE INDICATIVE TO DEMONSTRATE THE DESIGN INTENT AND DO NOT INCLUDE REVISED SIZING INFORMATION.
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CD3	16.05.2025	JB	100% CONTRACT DOCUMENTATION ISSUE	JJ	FB
CD2	15.11.2023	JB	REVISED 100% CONTRACT DOCUMENTATION ISSUE	JJ	SB
CD1	01.05.2023	SEM	100% CONTRACT DOCUMENTATION ISSUE	JJ	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:
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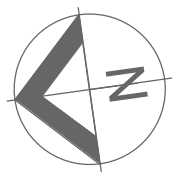
ARCHITECT:
CROXON RAMSAY

PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 01-
LIBRARY & LEARNING
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
**MECHANICAL SERVICES
BASEMENT - HVAC LAYOUT**

SCALE @ A1: 1:100	CHECKED: BFE	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: SEM	DATE: OCT 2022
DRAWING No: ME-0100		REV: CD3

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- NOTES:
1. PROVIDE CONDENSATE FROM MECHANICAL EQUIPMENT INCLUDING BUT NOT LIMITED TO AIR-COOLED DX PACKAGE SYSTEMS, AIR-CONDITIONING SYSTEMS, OUTDOOR COMPRESSOR, FAN COIL UNITS TO NEAREST TUNDISH/FLOOR WASTE. REFER TO HYDRAULIC SERVICES DOCUMENTATION FOR LOCATION OF TUNDISH/FLOOR WASTE. MECHANICAL SERVICES CONTRACTOR SHALL COORDINATE WITH HYDRAULIC SERVICES CONTRACTOR FOR LOCATION OF TUNDISH/FLOOR WASTE. TYPICAL.
 2. CONTRACTOR TO DETERMINE ROUTE OF INSULATED REFRIGERANT PIPEWORK, INSULATED CONDENSATE PIPEWORK, WATER PIPEWORK ON SITE AND REFLECT ON WORK SHOP DRAWING FOR REVIEW. MAKE ALL NECESSARY ALLOWANCES

Allow for additional air-conditioning to the library

Deletion of Fire Pump Room exhaust riser and duct

Deletion of carpark exhaust riser and duct

CD3	16.05.2025	JB	100% CONTRACT DOCUMENTATION ISSUE	JJ	FB
CD2	15.11.2023	JB	REVISED 100% CONTRACT DOCUMENTATION ISSUE	JJ	SB
CD1	01.05.2023	SEM	100% CONTRACT DOCUMENTATION ISSUE	JJ	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:
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ARCHITECT: **CROXON RAMSAY**

PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 01- LIBRARY & LEARNING
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
MECHANICAL SERVICES
GROUND FLOOR - HVAC LAYOUT

SCALE @ A1: 1:100	CHECKED: BFE	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: SEM	DATE: OCT 2022

DRAWING No: ME-0101	REV: CD3
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INDICATIVE LOCATION OF SERVICES ENCLOSURE

Assuming open roof plan area. No ventilation allowed.

Allow for modification to mechanical system serving Children's Library with deletion of stair. Allow for additional ductwork and diffusers.

Deletion of toilet exhaust system to basement toilets

Allow for ventilation and air-conditioning to the end of trip facility and bicycle hub.

NOTE:
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1200x600 RETURN AIR LINEAR BAR GRILLE. TYPICAL

300x200 TRANSFER DUCT C/W 2-OFF 300x300 LINEAR BAR GRILLE

300x200 TRANSFER DUCT C/W 2-OFF 300x300 LINEAR BAR GRILLE
600x600 SUPPLY AIR SWIRL DIFFUSER. TYPICAL

IN CEILING VOID MOUNTED DX AIR-CONDITIONING UNIT C/W FILTER BANK AND MIXING PLENUM. PROVIDE SAFETY TRAY AND CONDENSATE PUMP WHERE FALL TO NEAREST TUNDISH CANNOT BE ACHIEVED. TYPICAL

600x600 EXHAUST LINEAR BAR GRILLE

TOILET EXHAUST DUCT FROM BELOW C/W FIRE DAMPER AND MOTORISED SMOKE DAMPER.
FIRE RATED EXHAUST SHAFT BY BUILDER.

2100x300 WEATHER & VERMINPROOF EXHAUST AIR LOUVRE.
2 OFF LOW LEVEL DOOR MAKE-UP AIR GRILLES C/W INTUMESCENT DAMPERS.
600x150 DUCT MOUNTED EXHAUST AIR GRILLE. 2700AFFL
2100x600 WEATHER & VERMINPROOF EXHAUST AIR LOUVRE.

350x100mm EOT OUTSIDE AIR DUCT FROM BELOW
2-OFF 1000x450 DUCT MOUNTED EXHAUST AIR GRILLES @ 2400 AFFL C/W VOLUME CONTROL DAMPER. 500 L/s EACH

600x200 TRANSFER DUCT C/W 10OFF 600x300 LINEAR BAR GRILLE

2-OFF 125m² LOUVRES WITH MIN. 50% FREE AREA FOR NATURAL VENTILATION TO RAIN WATER TANK ROOM ABOVE CARPARK RAMP. LOUVRES SHALL BE WEATHER & VERMINPROOF

2-OFF DX-TYPE WALL MOUNTED FAN COIL UNITS (COOLING ONLY) TO SERVE MAIN COMMS ROOM AIR (DUTY + STANDBY CONFIGURATION).

ACU-G-12 & 13
1DUTY + 1 STANDBY WALL MOUNTED COOLING ON DX SPLIT AIR-CONDITIONING SYSTEMS. AIR-CONDITIONING SYSTEMS MOUNTED BELOW DUCTWORK. FINAL MOUNTING HEIGHT OF AIR-CONDITIONING SYSTEMS SHALL BE COORDINATED WITH CEILING BULKHEAD AND DUCTWORK. ALLOW MINIMUM CLEAR SPACE ABOVE AIR-CONDITIONING SYSTEM AS PER MANUFACTURE RECOMMENDATION. PROVIDE CONDENSATE DRAIN FOR AIR-CONDITIONING SYSTEMS TO NEAREST TUNDISH. OUTDOOR COMPRESSOR LOCATED ON LEVEL 2.

FIRE PUMP ROOM EXHAUST TO ABOVE. DUCTWORK IN DEDICATED FIRE SEPARATED RISER BY BUILDER.

200x200 EGG CRATE EXHAUST GRILLE. TYPICAL

CAR PARK EXHAUST TO ABOVE. DUCTWORK IN DEDICATED FIRE SEPARATED RISER BY BUILDER.

SA TO DROP TO LOW LEVEL WITHIN CEILING VOID TO ACU-G-11

REFRIGERANT RISER

600x400mm SIDE WALL ACCESS PANEL IN JOINERY FOR 3D PRINTER FAN ACCESS

EXHAUST DUCT CONNECTION TO 3D PRINTER DUCT DROPPER TERMINATING WITH DAMPER. FINAL CONNECTION REQUIREMENTS & DETAIL TO BE CO-ORDINATED WITH EQUIPMENT SUPPLIER.

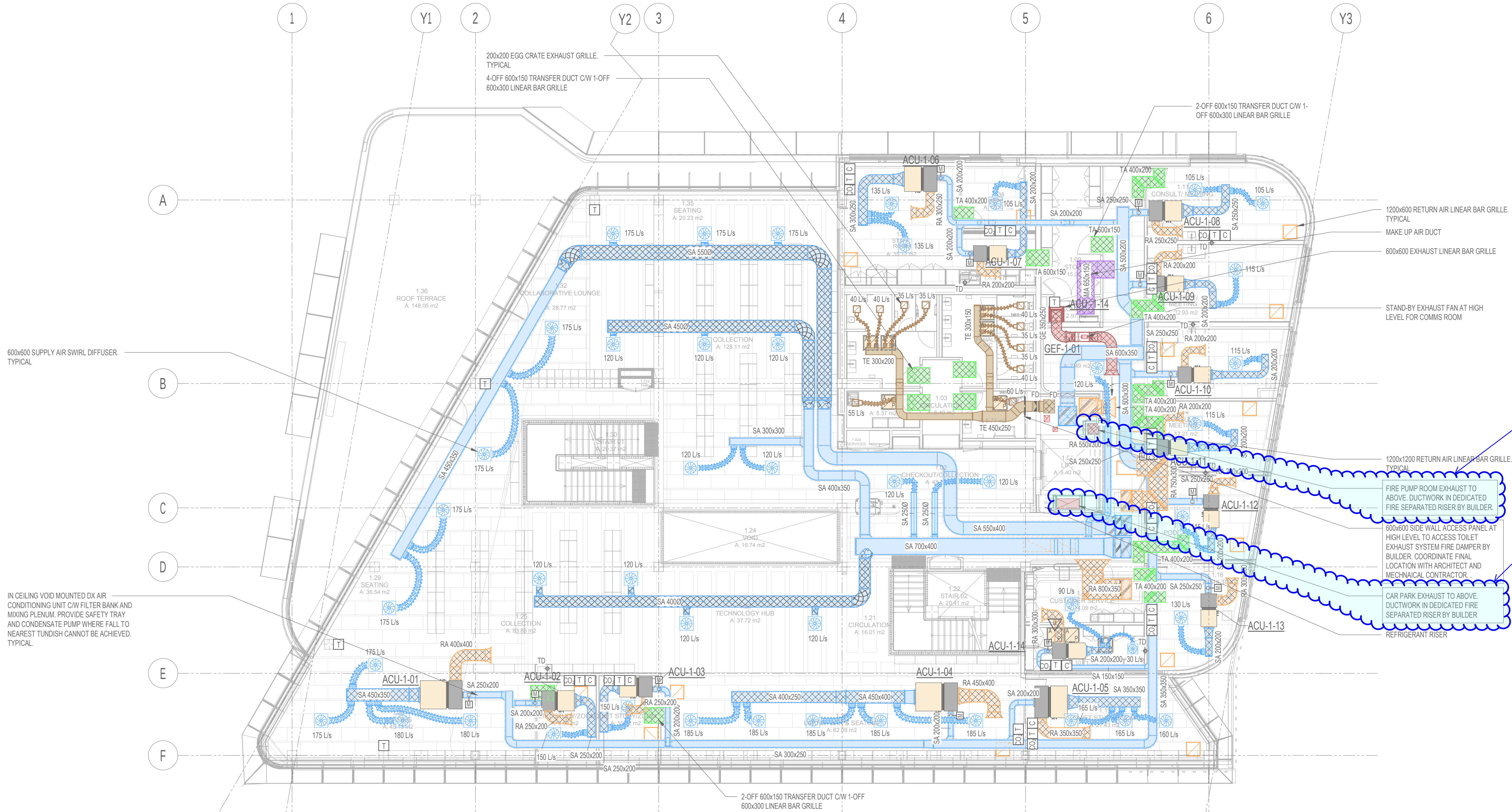
600x150 TRANSFER DUCT C/W 10OFF 600x300 LINEAR BAR GRILLE

700x300 WEATHER & VERMINPROOF EXHAUST AIR LOUVRE. BLANK-OFF UNUSED LOUVRE.
300x200 TRANSFER DUCT C/W 1 OFF 300x300 LINEAR BAR GRILLE



NOTES:

1. PROVIDE CONDENSATE FROM MECHANICAL EQUIPMENT INCLUDING BUT NOT LIMITED TO AIR-COOLED DX PACKAGE SYSTEMS, AIR-CONDITIONING SYSTEMS, OUTDOOR COMPRESSOR, FAN COIL UNITS TO NEAREST TUNDISH/FLOOR WASTE. REFER TO HYDRAULIC SERVICES DOCUMENTATION FOR LOCATION OF TUNDISH/FLOOR WASTE. MECHANICAL SERVICES CONTRACTOR SHALL COORDINATE WITH HYDRAULIC SERVICES CONTRACTOR FOR LOCATION OF TUNDISH/FLOOR WASTE. TYPICAL.
2. CONTRACTOR TO DETERMINE ROUTE OF INSULATED REFRIGERANT PIPEWORK, INSULATED CONDENSATE PIPEWORK, WATER PIPEWORK ON SITE AND REFLECT ON WORK SHOP DRAWING FOR REVIEW. MAKE ALL NECESSARY ALLOWANCES



Deletion of Fire Pump Room exhaust riser and duct

Deletion of carpark exhaust riser and duct

CD2	16.05.2025	JB	100% CONTRACT DOCUMENTATION ISSUE	JJ	FB
CD1	01.05.2023	SEM	100% CONTRACT DOCUMENTATION ISSUE	JJ	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS: 100% CONTRACT DOCUMENTATION



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ARCHITECT: **CROXON RAMSAY**

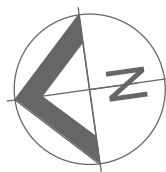
PROJECT: BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 01- LIBRARY & LEARNING
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE: MECHANICAL SERVICES
LEVEL 1 - HVAC LAYOUT

SCALE @ A1: 1:100	CHECKED: BFE	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: SEM	DATE: OCT 2022

DRAWING No: ME-0102	REV: CD2
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NOTE:
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- THE COST IMPACT OF THIS CHANGE SHALL BE HOLISTIC, ACCOUNTS FOR IMPACTS ON OTHER PROJECT COMPONENTETS AND INCLUDE ANY ADDITIONAL ALLOWANCES AS REQUIRED TO DELIVER THE PROJECT IN ACCORDANCE WITH THE INTENT EMBODIED IN THIS DOCUMENTATION.



NOTES:

1. PROVIDE CONDENSATE FROM MECHANICAL EQUIPMENT INCLUDING BUT NOT LIMITED TO AIR-COOLED DX PACKAGE SYSTEMS, AIR-CONDITIONING SYSTEMS, OUTDOOR COMPRESSOR, FAN COIL UNITS TO NEAREST TUNDISH/FLOOR WASTE. REFER TO HYDRAULIC SERVICES DOCUMENTATION FOR LOCATION OF TUNDISH/FLOOR WASTE. MECHANICAL SERVICES CONTRACTOR SHALL COORDINATE WITH HYDRAULIC SERVICES CONTRACTOR FOR LOCATION OF TUNDISH/FLOOR WASTE. TYPICAL.
2. CONTRACTOR TO DETERMINE ROUTE OF INSULATED REFRIGERANT PIPEWORK, INSULATED CONDENSATE PIPEWORK, WATER PIPEWORK ON SITE AND REFLECT ON WORK SHOP DRAWING FOR REVIEW. MAKE ALL NECESSARY ALLOWANCES.
3. ALL DUCTWORK INSTALLED ON ROOF LEVEL / PLANT LEVEL SHALL BE CROSSBROKEN TO AVOID WATER STAGNATION/PONDING.
4. ALL EQUIPMENT, MOTORISED DAMPERS, ACTUATORS, DUCT JOINTS, FLEXIBLE CONNECTIONS, CONTROL DEVICES ETC. SHALL BE PROVIDED WITH TOP HATS.

Deletion of Fire Pump Room exhaust riser and duct

Deletion of carpark exhaust riser and duct

CD3	16.05.2025	JB	100% CONTRACT DOCUMENTATION ISSUE	JJ	FB
CD2	15.11.2023	JB	REVISED 100% CONTRACT DOCUMENTATION ISSUE	JJ	SB
CD1	01.05.2023	SEM	100% CONTRACT DOCUMENTATION ISSUE	JJ	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:
100% CONTRACT DOCUMENTATION



Level 11, 567 Collins St, Melbourne VIC 3000

<http://www.wsp.com>

CLIENT:



ARCHITECT:

CROXON RAMSAY

PROJECT:

BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 01-
LIBRARY & LEARNING
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:

MECHANICAL SERVICES
LEVEL 2 - HVAC LAYOUT

SCALE @ A1:

1:100

CHECKED:

BFE

APPROVED:

SB

PROJECT NUMBER:

PS131298

DRAWN:

SEM

DATE:

OCT 2022

DRAWING No:

ME-0103

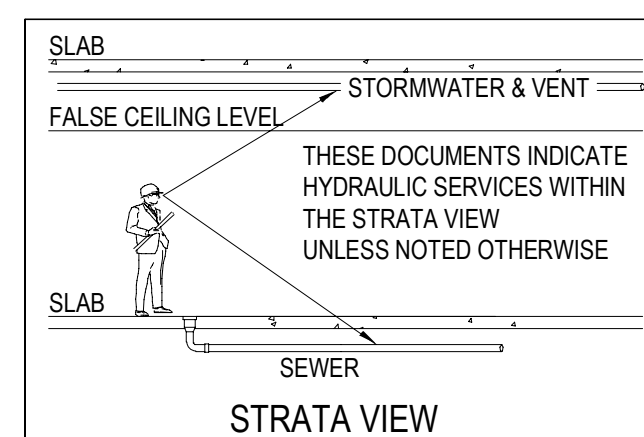
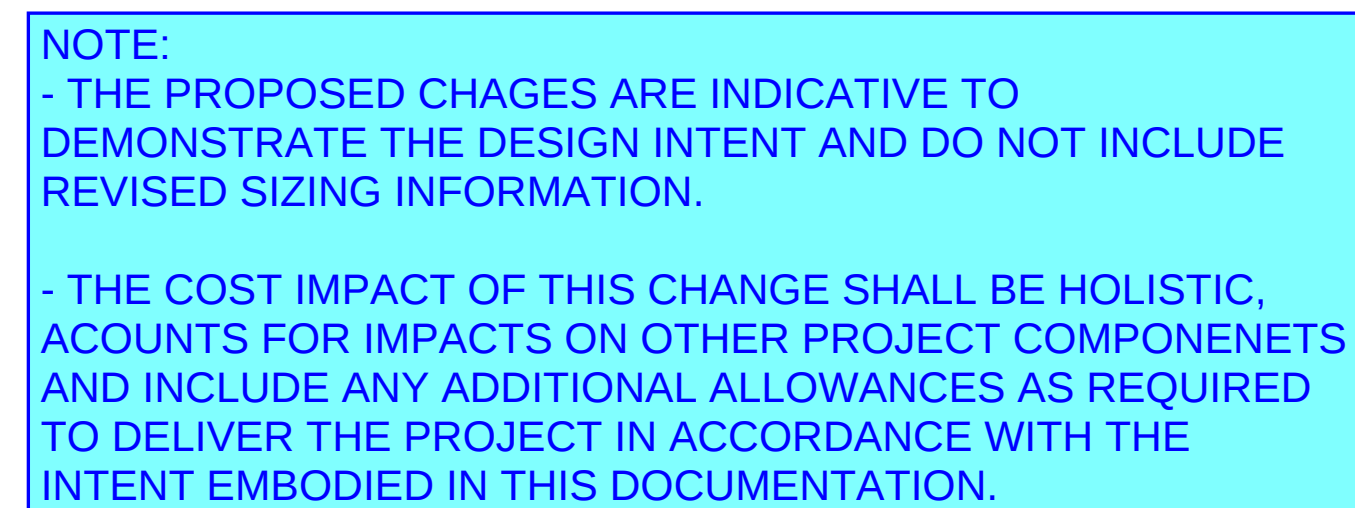
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CD3

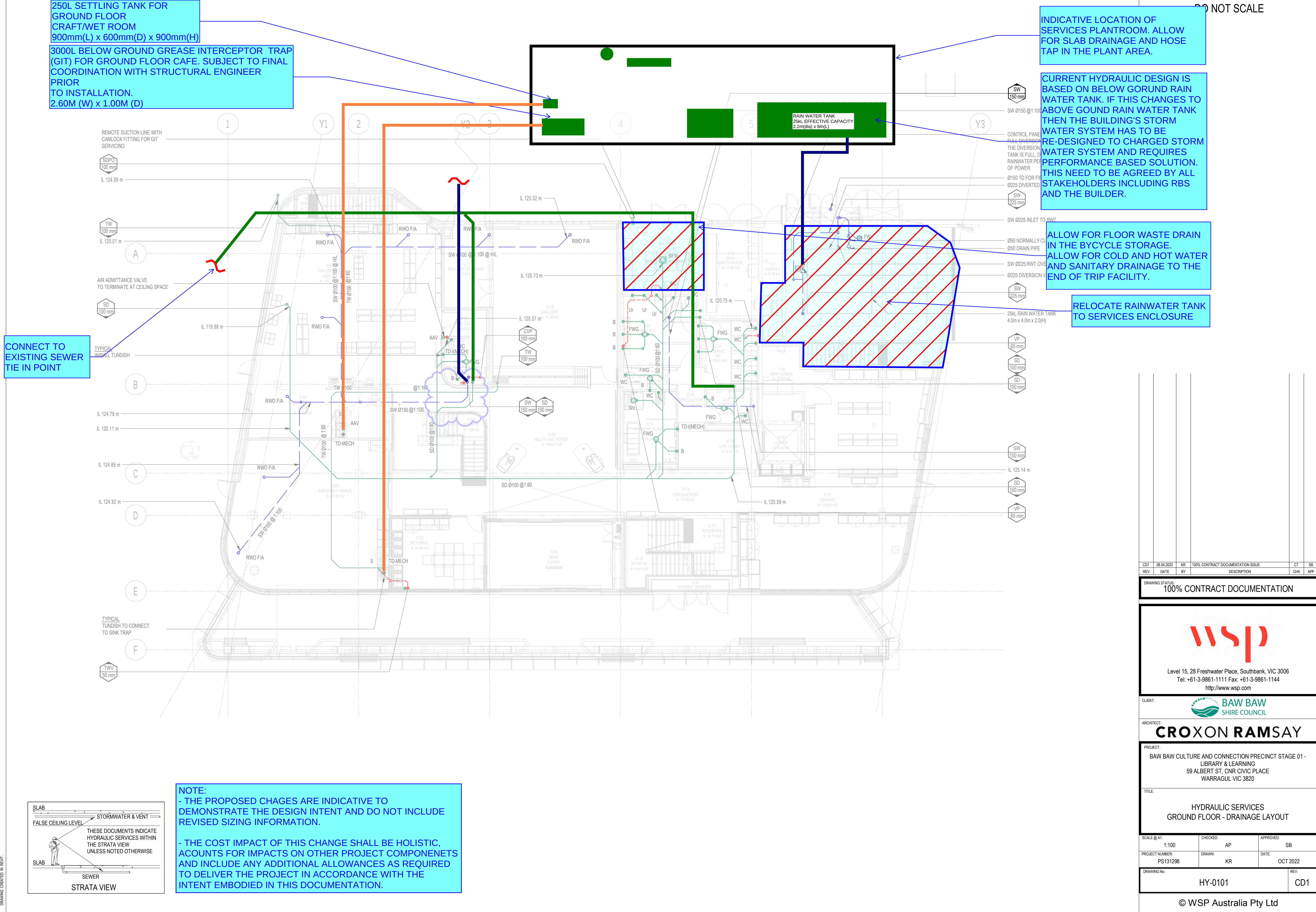
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HYDRAULIC SERVICES TO BE REMOVED/RELOCATED FROM THE BASEMENT

RAINWATER RE-USE SYSTEM C/W
FILTRATION UNIT AND PUMP.
1500mm(W)x1000mm(D)x1500mm(H)

COLD WATER BACKUP FOR
RAINWATER RE-USE SYSTEM C/W BMS
COMPATIBLE WATER METER, RPZD
AND SOLENOID VALVE ASSEMBLY.

DCW
50 mm

RRW
50 mm

DCW
40 mm

RRW
40 mm

DCW 250 FIRE TANK
INFILL C/W FLOAT VALVE

CD1	28.04.2023	KR	100% CONTRACT DOCUMENTATION ISSUE	CT	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:
100% CONTRACT DOCUMENTATION



Level 15, 28 Freshwater Place, Southbank, VIC 3006
Tel: +61-3-9861-1111 Fax: +61-3-9861-1144
<http://www.wsp.com>

CLIENT: **BAW BAW SHIRE COUNCIL**

ARCHITECT: **CROXON RAMSAY**

PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 01 -
LIBRARY & LEARNING
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
HYDRAULIC SERVICES
BASEMENT - WATER SERVICES LAYOUT

SCALE @ A1: 1:100	CHECKED: AP	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: KR	DATE: OCT 2022

DRAWING No: HY-0200	REV: CD1
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Ø50 RRW C/W BMS COMPATIBLE
WATER METER AND RPZD FOR TOILET FLUSHING
AND LANDSCAPE IRRIGATION

TYPICAL
RECTICULATE Ø20 DCW TO BASIN, HWU AND TMV.
RECTICULATE Ø20 RRW TO WC

ELECTRIC INSTANTANEOUS HWU WALL MOUNTED.
CONNECT Ø20 DCW TO HWU.
RECTICULATE WARM WATER TO BASIN AT VIA TMV

THERMOSTATIC MIXING VALVE SET AT
45°C INSTALLED IN CEILING SPACE.

RRW
20 mm

DCW
20 mm

DCW
20 mm

TYPICAL
HOSE TAP FOR WASHDOWN

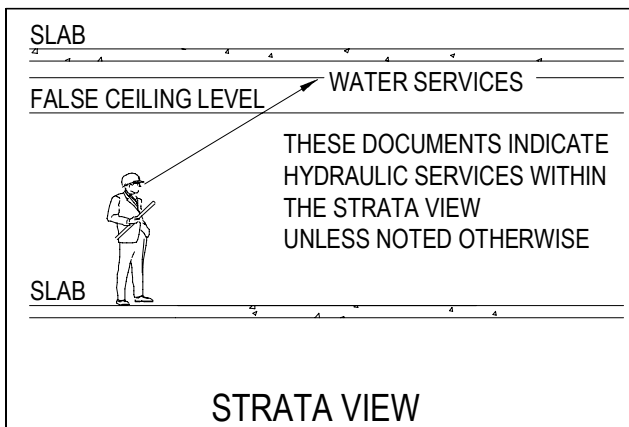
HOSE TAP FOR
GIT WASHDOWN

DCW
20 mm

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DO NOT SCALE

3x3.6 kW STORAGE HWU FOR
BIN ROOM

RAINWATER RE-USE SYSTEM C/W
FILTRATION UNIT, RAINWATER
PUMP AND CHECK METERS

Ø25 RRW SUPPLY TO LANDSCAPE
IRRIGATION COMPLETE WITH BMS COMPATIBLE WATER
METER, RPZD AND ISOLATION VALVE TO BE
EXTENDED BY IRRIGATION CONTRACTOR

INDICATIVE LOCATION OF
SERVICES ENCLOSURE. ALLOW
FOR COLD WATER HOSE TAP IN
THE PLANT AREA.

ALLOW FOR COLD AND HOT WATER
AND SANITARY DRAINAGE TO THE
END OF TRIP FACILITY.

RELOCATE RAINWATER
TANK TO SERVICES
ENCLOSURE

HWU-1
3x3.6 kW STORAGE HWU WALL MOUNTED.
CONNECT Ø20 DCW TO HWU.
RETICULATE HOT WATER TO HOSE TAP.

HWU-E2
ELECTRIC INSTANTANEOUS HWU WALL MOUNTED IN
CEILING SPACE PRESET TO 50°C.
CONNECT Ø20 DCW TO HWU.
RETICULATE HOT WATER TO BASIN.

RRW
20 mm
TYPICAL
RECTICULATE Ø20 DCW TO BASIN, HWU AND TMV.
RECTICULATE Ø20 RRW TO WC & UR.

THERMOSTATIC MIXING VALVE SET AT
45°C. INSTALLED IN CEILING SPACE

HWU-E1
ELECTRIC INSTANTANEOUS HWU WALL MOUNTED IN CEILING SPACE.
CONNECT Ø20 DCW TO HWU.
RETICULATE WARM WATER TO BASIN VIA TMV

DCW
20 mm

ELECTRIC INSTANTANEOUS HWU WALL MOUNTED
LOCATED AT CEILING SPACE.
CONNECT Ø20 DCW TO HWU.
RETICULATE HOT WATER TO SINK

DCW
20 mm

2 IN 1 BOILING AND CHILLED WATER UNIT
INSTALLED UNDER SINK. RETICULATE CHILLED &
BOILING WATER TO PROPRIETARY TAPSET
CONTRACTOR TO ALLOW FOR VENTING
REQUIREMENTS AS PER MANUFACTURERS
REQUIREMENTS.

HWU-1
3x3.6 kW 50L ELECTRIC STORAGE HWU WALL MOUNTED
LOCATED AT CEILING SPACE.
CONNECT Ø20 DCW TO HWU.
RETICULATE HOT WATER TO SINK.

TYPICAL
RECTICULATE Ø20 DCW TO SINK.
BRANCH OFF TO HWU, DW AND BWU.

DCW
20 mm

HOT & COLD HOSE TAPS WITH
VACUUM BREAKER

Ø25 RRW SUPPLY
IRRIGATION CONTRACTOR
METER, RPZD AND ISOLATION
VALVE TO BE EXTENDED BY

DCW
50 mm

AUTHORITY WATER METER ASSEMBLY CONSISTING OF:
A) 50mm DOMESTIC WATER METER ASSEMBLY.
B) 150mm MAGFLOW FIRE SERVICE METER ASSEMBLY.
24 HOURS ACCESS REQUIRED
WATER METER ASSEMBLY TO BE IN ACCORDANCE
WITH THE WATER AUTHORITY REQUIREMENTS.

FOR CONTINUATION REFER SITE PLAN HY-0050

Ø150 WATER SUPPLY TO BE EXTENDED BY
FIRE CONTRACTOR

25KL RAIN WATER TANK
4.0m x 4.0m x 2.0(H)

HWU-E1
ELECTRIC INSTANTANEOUS HWU WALL MOUNTED
LOCATED AT CEILING SPACE.
CONNECT Ø20 DCW TO HWU.
RETICULATE WARM WATER TO BASIN VIA TMV.

DCW
32 mm

RRW
32 mm

THERMOSTATIC MIXING VALVE SET AT
45°C. INSTALLED IN CEILING SPACE

HWU-E2
ELECTRIC INSTANTANEOUS HWU WALL MOUNTED IN
CEILING SPACE PRESET TO 50°C.
CONNECT Ø20 DCW TO HWU.
RETICULATE HOT WATER TO BASIN.

CD1	28.04.2023	KR	100% CONTRACT DOCUMENTATION ISSUE	CT	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:
100% CONTRACT DOCUMENTATION



Level 15, 28 Freshwater Place, Southbank, VIC 3006
Tel: +61-3-9861-1111 Fax: +61-3-9861-1144
<http://www.wsp.com>

CLIENT: BAW BAW
SHIRE COUNCIL

ARCHITECT: **CROXON RAMSAY**

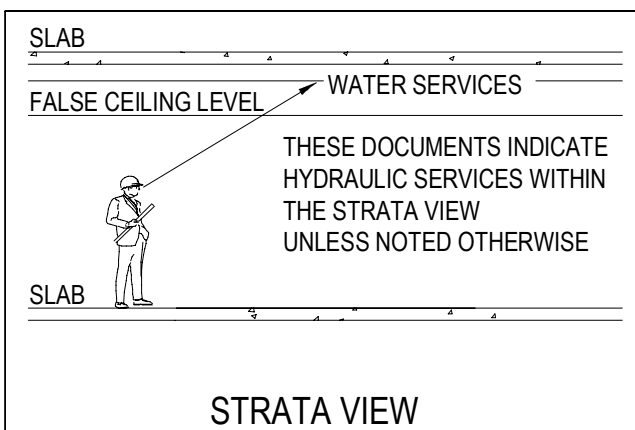
PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 01 -
LIBRARY & LEARNING
59 ALBERT ST, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
HYDRAULIC SERVICES
GROUND FLOOR - WATER SERVICES LAYOUT

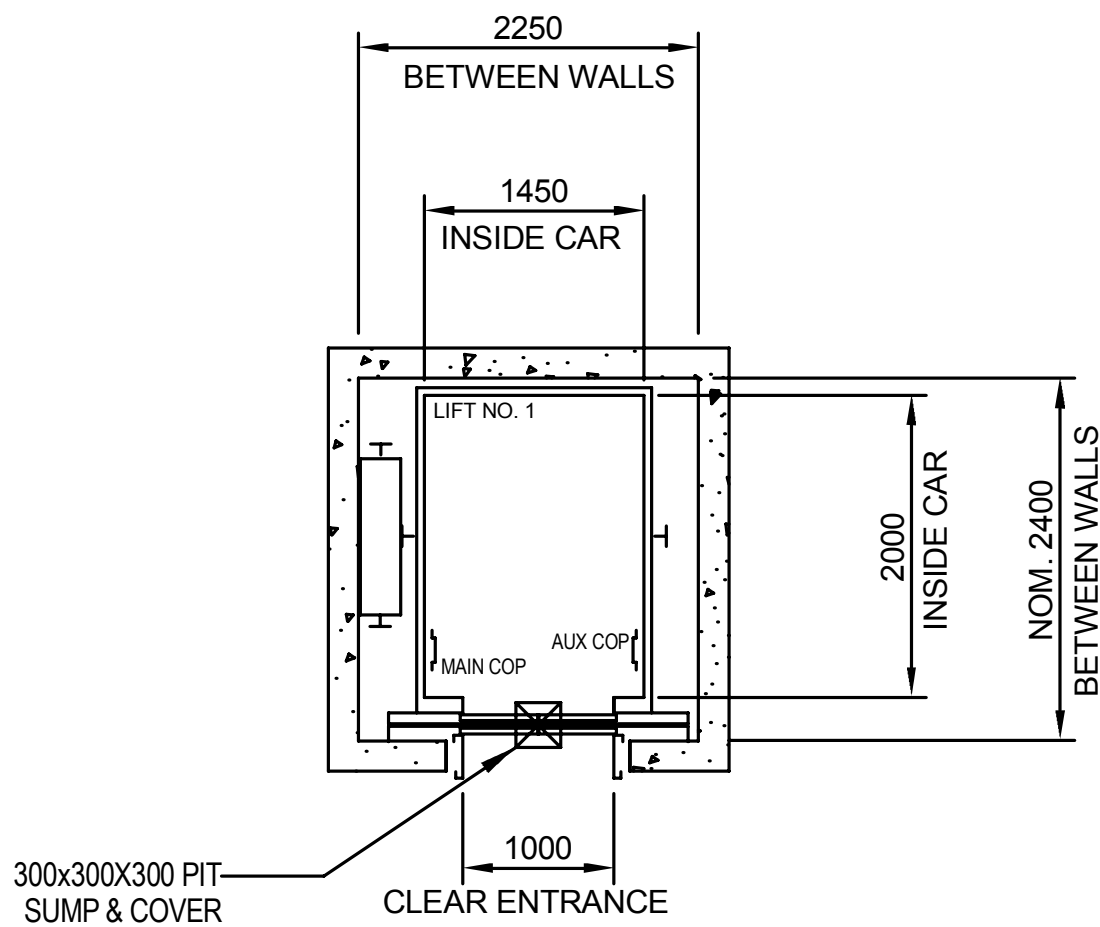
SCALE @ A1: 1:100	CHECKED: AP	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: KR	DATE: OCT 2022

DRAWING No: HY-0201	REV: CD1
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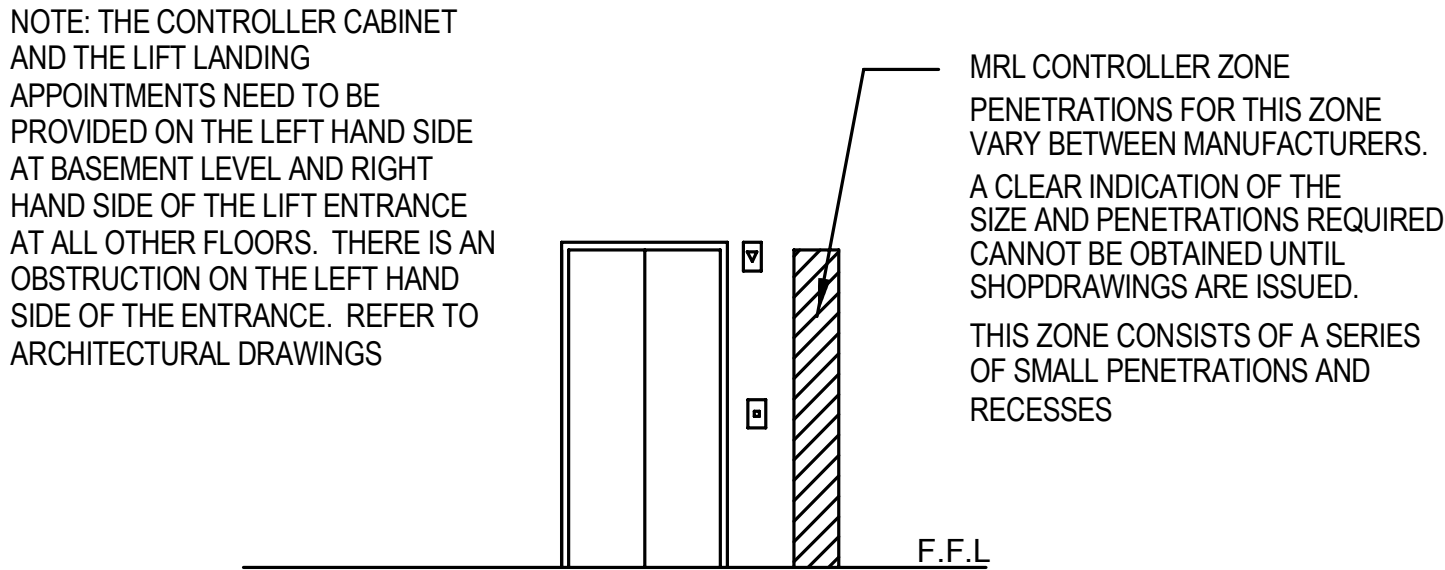
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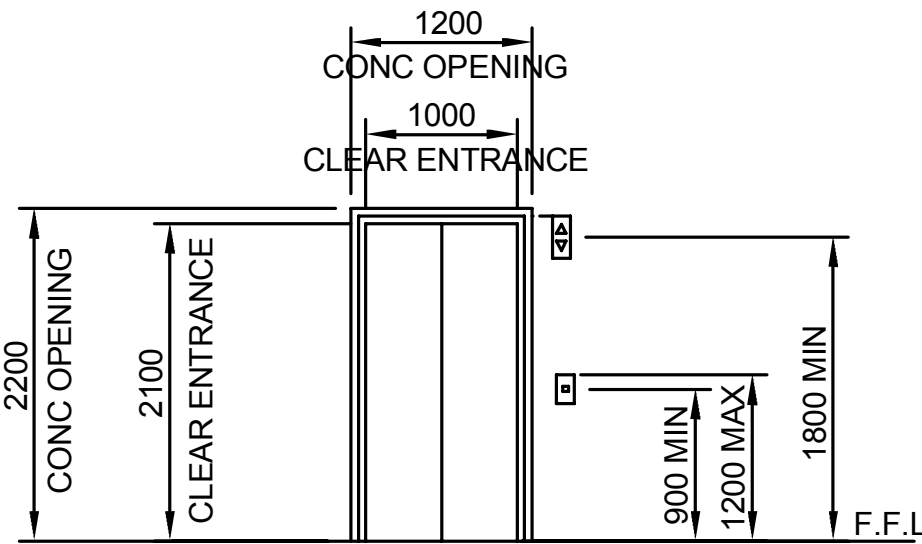
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PLAN LAYOUT

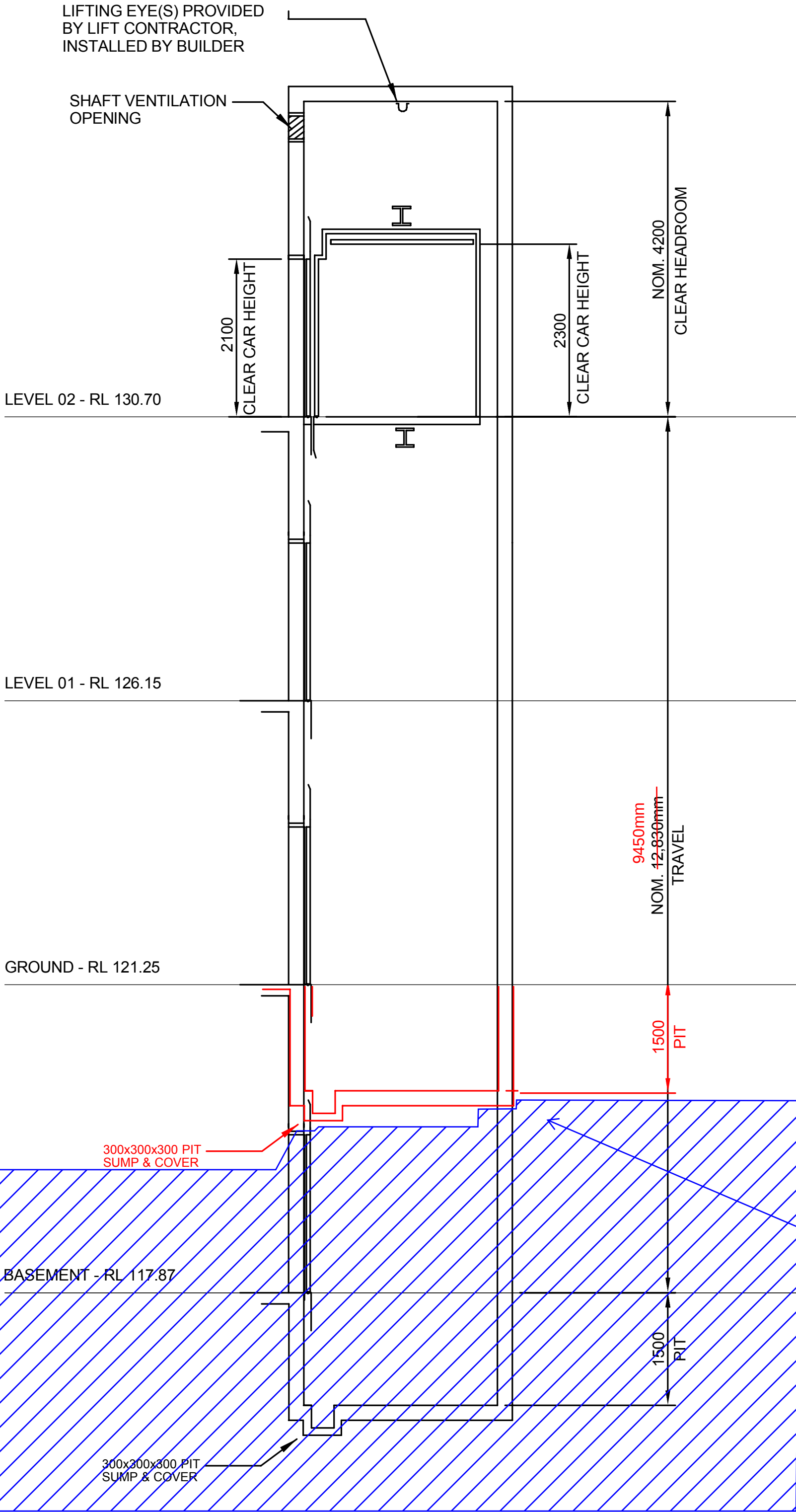


ENTRANCE DETAILS
TOP FLOOR ONLY



ENTRANCE DETAILS
TYPICAL FLOOR

- LIFT LOBBY NOTES:
1. LANDING BUTTON STATIONS SHALL BE LOCATED SO THAT THEY ARE >500MM FROM A CORNER
 2. LANDING BUTTON STATIONS AND HALL LANTERNS/INDICATORS SHALL BE LOCATED TO MEET THE REQUIREMENTS OF AS1735.12
 3. LANDING BUTTON STATIONS SHALL INCORPORATE "DO NOT USE LIFTS IF THERE IS A FIRE" SIGNAGE AS PER THE REQUIREMENTS OF THE NCC.
 4. FIRE SERVICE RECALL KEY SWITCH SHALL BE PROVIDED IN THE MAIN FLOOR LANDING BUTTON STATION.



SECTION DETAILS

LIFT No.	LIFT NO. 1
LOAD RATING	PASSENGER
LOAD	17 PASS / 1275 KG
SPEED	1.0 m/s
LEVELS SERVED (FRONT)	G B TO L02
LEVELS SERVED (REAR)	-
MACHINE TYPE	GEAR-LESS TRACTION
CONTROL SYSTEM	CONVENTIONAL
DRIVE SYSTEM	VVVF
GROUP OPERATION	NO
EMERGENCY LIFT	NO
STRETCHER COMPLIANT	YES
DOOR TYPE	2-PANEL CENTER OPENING
TYPE OF LIFT	MACHINE ROOM-LESS LIFT (MRL)
PIT TO SOLID EARTH	YES
MRL CONTROLLER CABINET LOCATION	TOP FLOOR (LEVEL 02)

- GENERAL NOTES:
1. REFER TO WSP VERTICAL TRANSPORT SPECIFICATION FOR TECHNICAL DETAILS.
 2. LIFT CAR INTERIOR FINISHES ARE TO COMPLY WITH NCC REQUIREMENTS. MATERIALS USED AS FLOOR LININGS AND FLOOR COVERINGS SHALL HAVE A CRITICAL RADIANT FLUX NOT LESS THAN 2.2; AND WALL AND CEILING LININGS MUST BE A GROUP 1 OR GROUP 2 MATERIAL IN ACCORDANCE WITH AS5637.1.
 3. EMERGENCY COMMUNICATION SYSTEM IS TO BE COMPLIANT WITH AS1735.19
 4. LIFT DESIGN AND INSTALLATION TO COMPLY WITH NCC, AS1735.1, AS1735.1.2, AS1735.1.3, EN81-20 & EN81-50
 5. FOR PIT GPO, SHAFT LIGHTING AND SHAFT LIGHT SWITCHES; POSITIONING TO CODE AS DETERMINED BY LIFT CONTRACTOR
 6. THE LOCATIONS OF THE LOBBY FIXTURES, INTERNAL CAR FEATURES AND SHAFT EQUIPMENT ARE INDICATIVE. THE POSITIONING OF THE EQUIPMENT WILL BE CONFIRMED IN CONSULTATION WITH THE LIFT CONTRACTOR AND ARCHITECT.
 7. THE LIFTWELL SHALL HAVE A FRL AS PER THE REQUIREMENTS OF THE NCC. ANY LIFTWELL PENETRATIONS FOR LIFT EQUIPMENT GREATER THAN 35,000mm² SHALL BE FIRE RATED ACCORDINGLY.
 8. LIFT ENTRANCES SHALL HAVE A FRL AS PER THE REQUIREMENTS OF THE NCC AND ARE TO REMAIN CLOSED EXCEPT WHEN DISCHARGING OR RECEIVING PASSENGERS, GOODS OR VEHICLES. LIFT ENTRANCES ARE TO COMPLY WITH AS1735.11.

LIFT SHAFT TO BE ADJUSTED
TO ACCOMODATE REMOVAL
OF THE BASEMENT

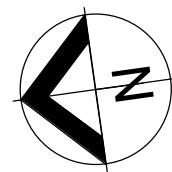
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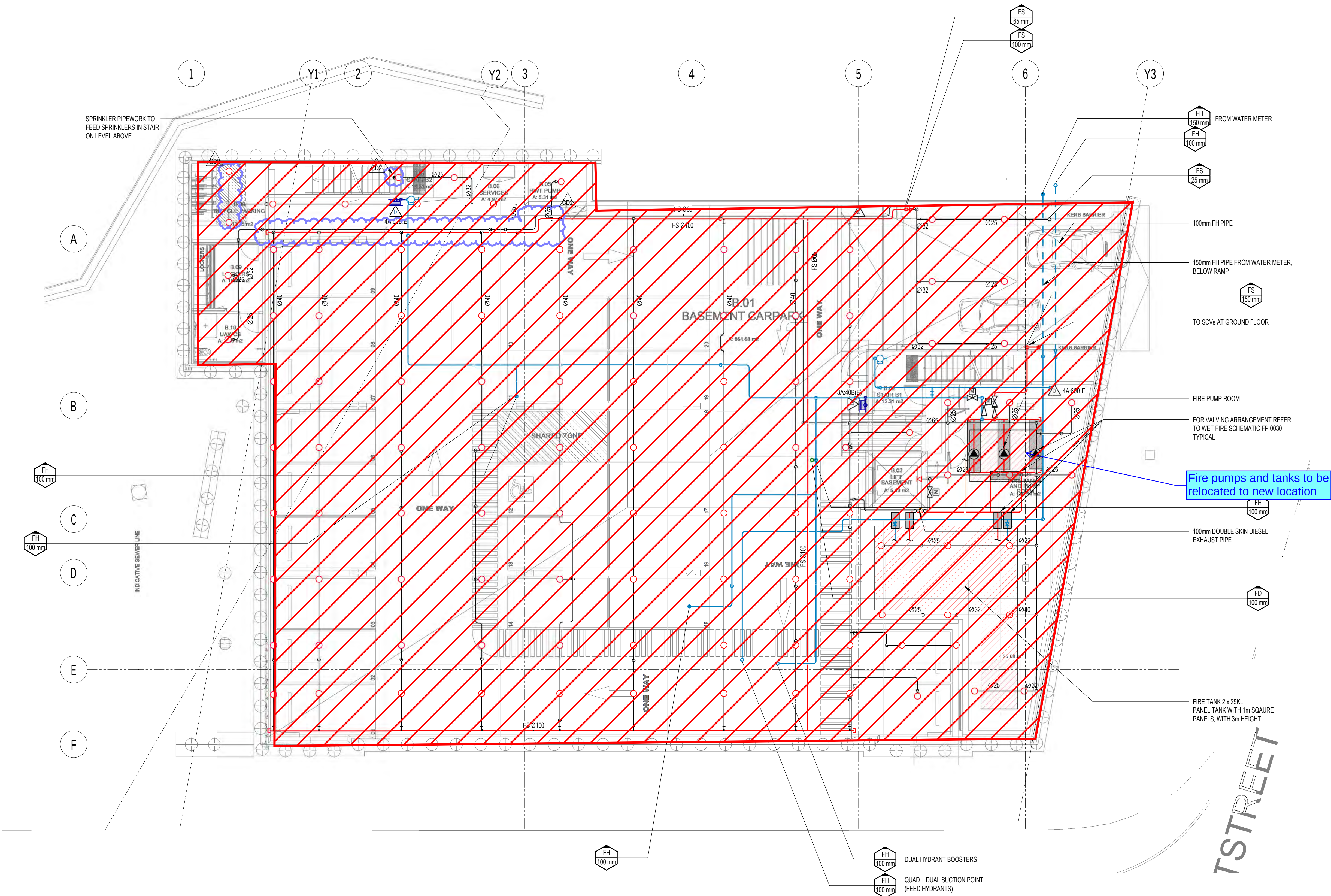
CD2	23.05.2025	NP	100% CONTRACT DOCUMENTATION ISSUE	KH	FB
CD1	28.04.2023	JG	100% CONTRACT DOCUMENTATION ISSUE	NP	NP
REV	DATE	BY	DESCRIPTION	CHK	APP
DRAWING STATUS: 100% CONTRACT DOCUMENTATION					
 Level 11, 567 Collins St, Melbourne VIC 3000 http://www.wsp.com					
CLIENT: BAW BAW SHIRE COUNCIL					
ARCHITECT: CROXON RAMSAY					
PROJECT: BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 1 - LIBRARY & LEARNING 59 ALBERT ST, CNR CIVIC PLACE WARRAGUL VIC 3820					
TITLE: VERTICAL TRANSPORT LIFT PLAN LAYOUT AND SECTION					
SCALE @ A1: NTS		CHECKED: NP		APPROVED: NP	
PROJECT NUMBER: PS131298		DRAWN: JG		DATE: OCT 2022	
DRAWING No: VT-1000				REV: C1	
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OTHERWISE AS PART OF COST OPTION 1.

DO NOT SCALE



NOTE:
1. REFER TO FP-0000 FOR DRAWING INDEX
2. REFER TO FP-0001 FOR LEGEND OF SYMBOLS
3. REFER TO FP-0030 FOR WET FIRE SCHEMATIC
4. REFER TO FP-0031 FOR DRY FIRE SCHEMATIC
5. ALLOW FOR 15 SPRINKLERS BELOW THE DUCTS



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CD2	23.05.2025	AB	100% CONTRACT DOCUMENTATION ISSUE	ME	SB
CD1	28.04.2023	DC	100% CONTRACT DOCUMENTATION ISSUE	ME	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:
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<http://www.wsp.com>

CLIENT: **BAW BAW SHIRE COUNCIL**

ARCHITECT: **CROXON RAMSAY**

PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 01 -
LIBRARY & LEARNING
59 ALBERT STREET, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
FIRE PROTECTION SERVICES
BASEMENT - WET FIRE LAYOUT

SCALE @ A1: 1:100	CHECKED: DC	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: CM	DATE: OCT 2022

DRAWING NO: FP-0100	REV: CD2
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FIRE PUMPS & TANKS

Fire Pumps

Fire pump in enclosure
1 x electric pump
1 x diesel pump

Option to replace the electric pump with diesel pump. This will remove the requirement to provide fire rated 3 phase power.

Require a clear space of 6m x 5m for pump enclosure and Australian Standard clearances

Fire Tanks

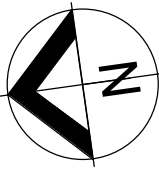
External panel tanks effective capacity 55kl with divide wall

Tank 4.0mW x 4.5mL x 4.0mH with divide wall

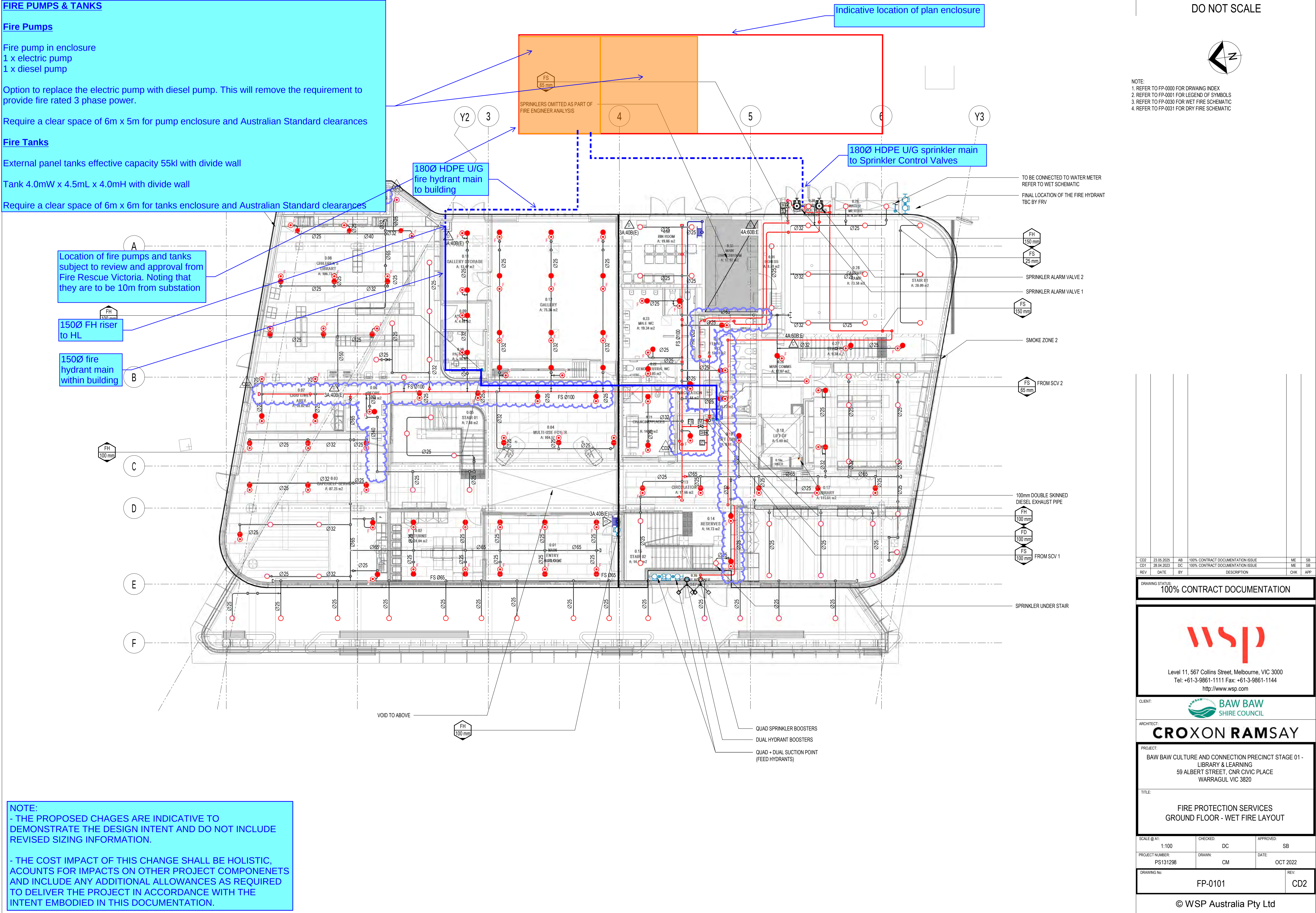
Require a clear space of 6m x 6m for tanks enclosure and Australian Standard clearances

Indicative location of plan enclosure

DO NOT SCALE



NOTE:
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2. REFER TO FP-0001 FOR LEGEND OF SYMBOLS
3. REFER TO FP-0030 FOR WET FIRE SCHEMATIC
4. REFER TO FP-0031 FOR DRY FIRE SCHEMATIC



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DRAWING CREATED IN REVIT.

CD2	23.05.2025	AB	100% CONTRACT DOCUMENTATION ISSUE	ME	SB
CD1	28.04.2023	DC	100% CONTRACT DOCUMENTATION ISSUE	ME	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:
100% CONTRACT DOCUMENTATION

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BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 01 -
LIBRARY & LEARNING
59 ALBERT STREET, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
FIRE PROTECTION SERVICES
GROUND FLOOR - WET FIRE LAYOUT

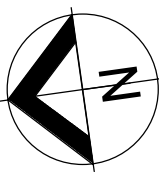
SCALE @ A1: 1:100	CHECKED: DC	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: CM	DATE: OCT 2022

DRAWING No: FP-0101	REV: CD2
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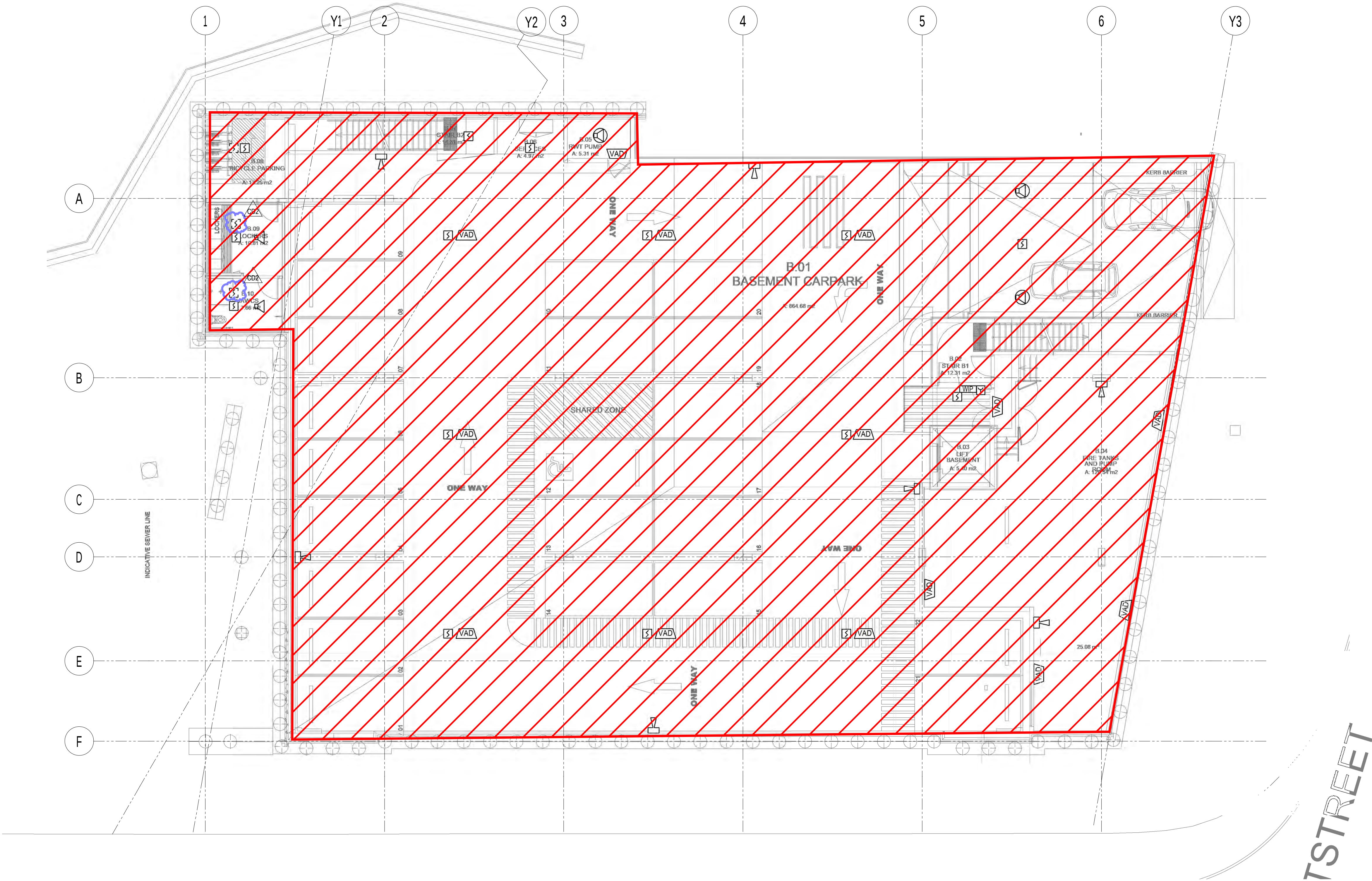
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NOTE:
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3. REFER TO FP-0030 FOR WET FIRE SCHEMATIC
4. REFER TO FP-0031 FOR DRY FIRE SCHEMATIC



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REV	DATE	BY	DESCRIPTION	CHK	APP

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LIBRARY & LEARNING
59 ALBERT STREET, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
FIRE PROTECTION SERVICES
BASEMENT - DRY FIRE LAYOUT

SCALE @ A1: 1:100	CHECKED: DC	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: CM	DATE: OCT 2022

DRAWING No: FP-0200	REV: CD2
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FIRE PUMPS & TANKS

Fire Pumps

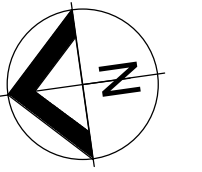
fire detection cabling required to monitor the following:

- Fire pumps
- Isolation valves
- Tank water levels

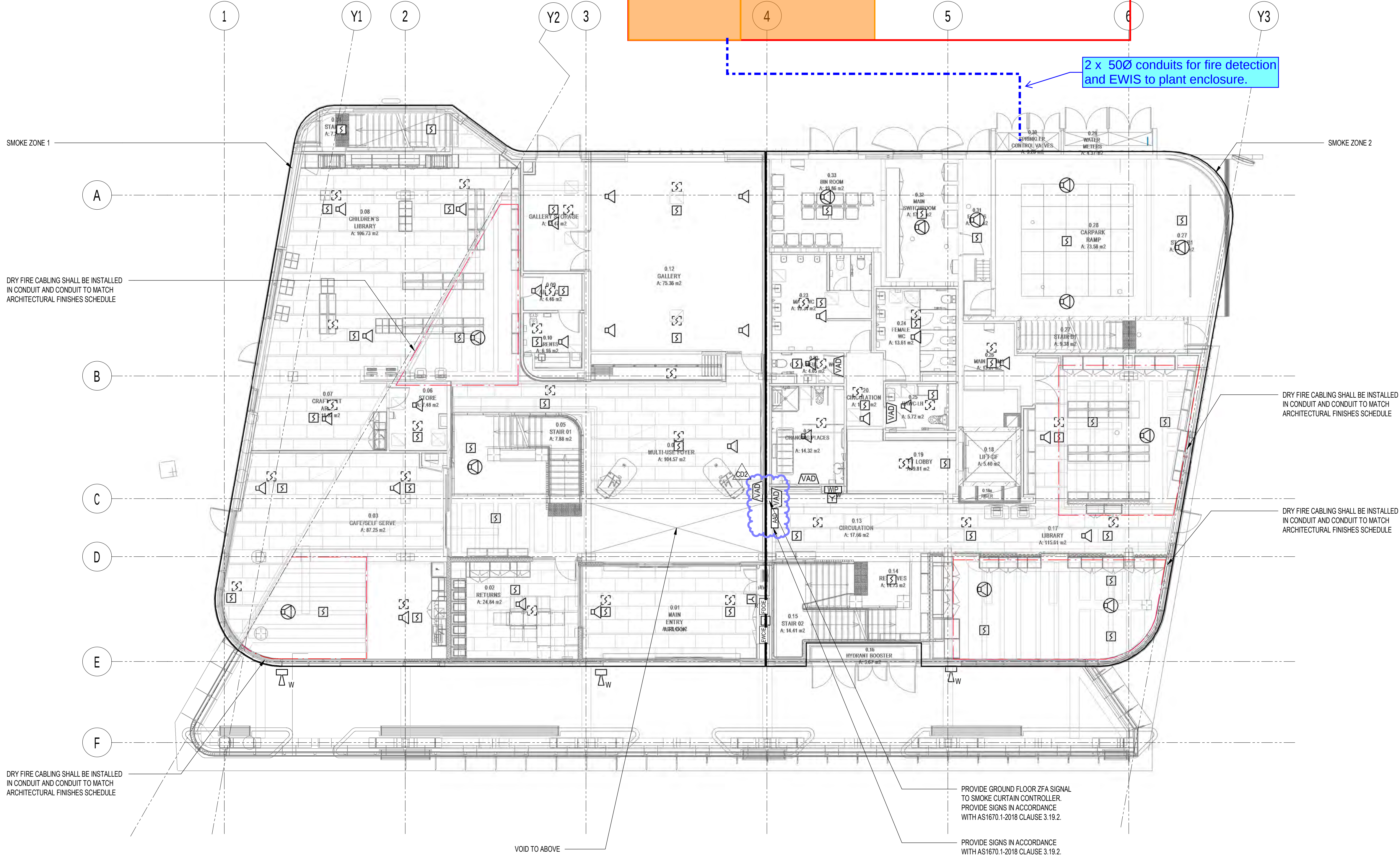
Indicative location of plan enclosure

2 x 50Ø conduits for fire detection and EWIS to plant enclosure.

DO NOT SCALE



NOTE:
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2. REFER TO FP-0001 FOR LEGEND OF SYMBOLS
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- THE PROPOSED CHAGES ARE INDICATIVE TO DEMONSTRATE THE DESIGN INTENT AND DO NOT INCLUDE REVISED SIZING INFORMATION.
- THE COST IMPACT OF THIS CHANGE SHALL BE HOLISTIC, ACCOUNTS FOR IMPACTS ON OTHER PROJECT COMPONENTS AND INCLUDE ANY ADDITIONAL ALLOWANCES AS REQUIRED TO DELIVER THE PROJECT IN ACCORDANCE WITH THE INTENT EMBODIED IN THIS DOCUMENTATION.

CD2	23.05.2025	AB	100% CONTRACT DOCUMENTATION ISSUE	ME	SB
CD1	28.04.2023	DC	100% CONTRACT DOCUMENTATION ISSUE	ME	SB
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:
100% CONTRACT DOCUMENTATION

wsp

Level 11, 567 Collins Street, Melbourne, VIC 3000
Tel: +61-3-9861-1111 Fax: +61-3-9861-1144
<http://www.wsp.com>

CLIENT: **BAW BAW SHIRE COUNCIL**

ARCHITECT: **CROXON RAMSAY**

PROJECT:
BAW BAW CULTURE AND CONNECTION PRECINCT STAGE 01 -
LIBRARY & LEARNING
59 ALBERT STREET, CNR CIVIC PLACE
WARRAGUL VIC 3820

TITLE:
**FIRE PROTECTION SERVICES
GROUND FLOOR - DRY FIRE LAYOUT**

SCALE @ A1: 1:100	CHECKED: DC	APPROVED: SB
PROJECT NUMBER: PS131298	DRAWN: CM	DATE: OCT 2022

DRAWING No: FP-0201	REV: CD2
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12 Schedule H: Cost Option 4 - Delete External Works

12.1 General

12.1.1 General

The Tenders shall delete the external works as documented in the Landscape Documentation in order to provide cost savings for the project. The extent of the deleted works is shown in the attached markup. The cost savings shall be holistic, account for impacts on other project components and include any additional allowances as required to deliver the project in accordance with the intent embodied in the PDD documentation.

12.1.2 Scope

This option assumes the timber structure to the upper levels remain as per the PDD's.
This option assumes the basement remains as per the PDD's

12.2 General Architectural & Landscape Requirements

Please refer to the attached marked up drawings describing the architectural and landscape impact of the deletion of the landscape areas.

Note: Due to changes to the street interface along Civic Place it is likely the finished floor levels for the building will need to be amended (lowered) to accommodate compliant access between existing street level and the entry to the building. This will impact the levels of the hard landscape areas to remain adjacent the building.

12.3 General Civil Requirements

The Civil works will be reduced in scope however additional items will be required including adjustment in levels and pit locations and additional retaining walls.

12.4 Consultant Team Fees and Program

12.4.1 Fees

The following table notes the disciplines which will be impacted by the design change and the provisional fees required to design, document and deliver the works.

Discipline	Consultant	Contact	Cost Option 4 Delete External Works	Fee (Ex GST)
Architectural	Croxon Ramsay		YES	
Structural	Argall	Andrew Gall Mb: 0401 322 011	YES	
Civil	Argall	Andrew Gall	YES	
Civil (Stormwater Management Plan)	Argall	Andrew Gall	YES	
Building Services	WPS	Brenda Kingston Mb: 0418 568 816	YES	
ESD / GreenStar	WSP	Brenda Kingston	YES	
ESD / GreenStar – Material Life Cycle Assessment (Refer Schedule K)	WSP	Brenda Kingston	YES	
ESD / GreenStar – Climate Change Adaption Assessment	WSP	Brenda Kingston	No	
Landscape Architect	Beveridge Williams	Brett Foulis Mb: 0448 690 602	YES	
Fire Performance Engineering	Stantec	Glenn Hamilton Mb: 0480 447 332	No	
Fire Performance Engineering Peer Review	Focused Fire Engineering	Alan Caulfield Mb: 0406 632 902	No	

Performance Solution Engineer (External Wall Systems)	DDEG	Veeshan Veenai Ph: 1300 470 578	No	
Access Consultant	Architecture & Access	Chris Porter Mb: 0414 379 093	YES	
Traffic Engineer	Traffix	Andrew Montgomerie Mb: 0468 951 354	YES	
Audio Visual Engineer	Automatic	Scott Summers Mb: 0407 809 198	No	
Acoustic Engineer	Clarity Acoustics	Ross Leo Mb: 0400 831 672	No	
Signage	Gregg Mitchell	Gregg Mitchell Mb: 0419 864 947	YES	
Waste Consultant	Leigh Consulting	Carlos Leigh Mb: 0410 456 510	No	
Air Tightness Consultant	Vining Air	Ben Vining Mb: 0487 026 111	No	
Geotechnical	Intrax	Tyler Reidy Ph: 03 8371 0100	YES	Excluded – Contractor to engage as required
Environmental/Contamination	Environmental Assessment Services	Tony Connolly Mb: 0431 533 480	YES	Excluded – Contractor to engage as required
Inground Services (Build over easement report)	Taylor Miller	Ben Jarred Mb: 0409 519 293	YES	Excluded – Contractor to engage as required
Building Surveyor	BSGM	Marcus Marshall Mb: 0411 724 915	YES	Excluded – to be engaged by the Principal
Independent Commissioning Agent	Commissioning & Advisory	Greg Morley Mb: 0418 350 420	YES	Excluded – to be engaged by the Principal
Planner	Ratio	Blanche Manuel Mb: 0407 344 815	YES	Excluded – to be engaged by the Principal
TOTAL (Ex GST)				

Note: Refer Schedule K for fee conditions, clarifications and exclusions specifically relevant to the above fees.

Note: The above fees and scope are provisional only and will be confirmed once this cost option has been formally adopted.

12.4.2 Program

It is estimated 8 weeks will be required to complete the re-documentation and building permit works before construction work can begin.

12.5 Attachments

12.5.1 Architectural

2153 TPR.H.1 SITE PLAN PROPOSED REV01.pdf

NOTE: CIVIC PLACE TO BE INLCUED IN PHASE 1

3.1 LEVEL L1			
AND RETICULATION TO THE WORKS			5.4
			4.2
			1.7
		CTION	48.3
1.02a	SERVICES		1.4
1.03	CIRCULATION		6.4
1.04	CLEANER		5.4
1.05	MALE WC		14.8
1.06	FEMALE WC		14.9
1.07	UAWC-RH		5.8
1.07	WAITING		7.5
1.08	COMMS		3.0
1.09	STORE		15.0
1.10	CIRCULATION		39.1
TO BE DELETED D SOFT LANDSCAPE, & IRRIGATION. E CLEAN AND LEVELS GROUND LEVEL		G	23.0
		G	22.9
			18.5
		G	17.2
			18.4
		TING	18.3
		CE	14.1
			10.7
	M	27.4	

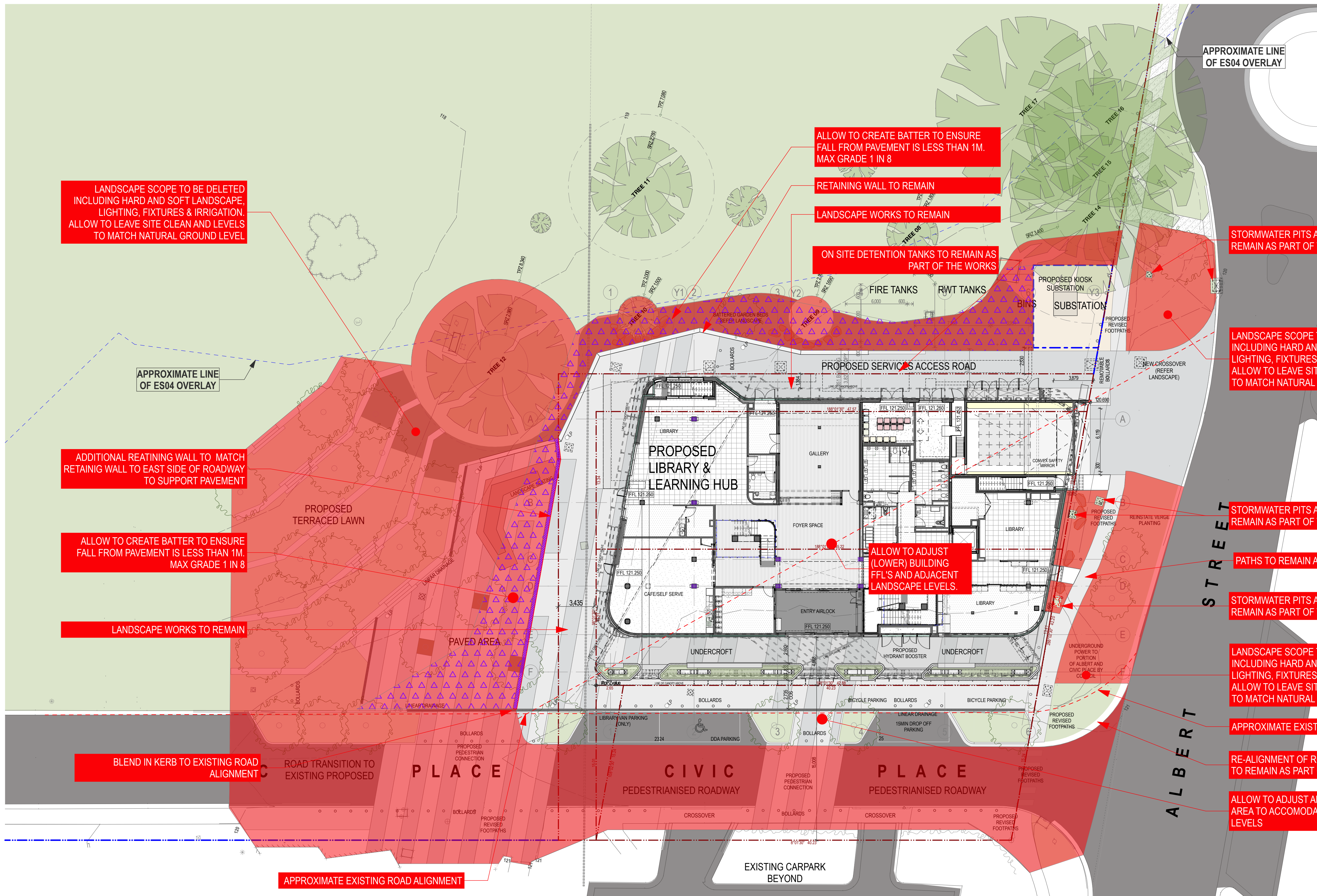
[illegible]

The image shows a large-scale construction project at night. In the foreground, there's a dark, silty area, possibly a pond or a large excavation filled with water and mud. Beyond this, several pieces of heavy construction equipment are visible, including what appears to be a large crane or piling rig with a long lattice boom extending upwards. The scene is dramatically lit by numerous bright work lights, some mounted on cranes and others on the ground, creating strong highlights and deep shadows. In the background, there are more structures under construction, including tall vertical elements that could be part of a bridge or a large building. The overall atmosphere is one of intense industrial activity.

SITE KEY	
RL 15.000	SYMBOL=HEIGHT VALUE TO AHD
ERL	EXISTING RELATIVE LEVEL TO AHD
RL	PROPOSED RELATIVE LEVEL TO AHD

02	TPPR - PRELIMINARY				147/20 5
01	TPPR - PRELIMINARY				225/20 5
REV	ISSUE	CHG ID	CHANGE	DATED	

CROXON RAMSAY architecture / urban design / interior design / project management 25A Melville Street, Abbotsford VIC 3067 c/o La Nicholson Street & Melville Street t: 03 9429 1005 www.croxonramsay.com.au	
drawing Title: DELETE EXTERNAL WORKS	
SITE PLAN PROPOSED	
scale: A5 NOTED	phase: TENDER STAGE DOCUMENTATION
date: 14/7/2025	status: PRELIM. WORK IN PROGRESS
project No: 2153	drawing No.: TPPR.H.1
	REV 02



TPPR - COST OPTION 4 - DELETE EXTERNAL WORKS
TPPR.H.1 SITE PLAN PROPOSED REV02

Wednesday, August 27, 2025

Andrew Croxon
Croxon Ramsay
25A Mollison Street
ABBOTSFORD VIC 3067

andrew.croxon@croxonramsay.com.au

Dear Andrew,

BAW BAW SHIRE COUNCIL CULTURAL HUB – MAIN WORKS PACAKGE

Following receipt of your email 15 August 2025, we are pleased to provide you with a fee for structural and civil engineering consulting services associated with the Culture Hub for the Baw Baw Shire Council.

We are excited at the opportunity to partner with Croxon Ramsay again on this project.

Please refer our capability statement provided at the link in the email that this submission was enclosed in for an illustration of similar completed builds, as well as our mission statement and approach to service delivery.

Following our review of your email with respect to the briefing of the project in addition to the package provided, we understand our scope of works include the following:

Construction budget and program:

- From the briefing documentation provided with understand that the project has a construction budget of \$23.6M and is planned to be delivered by the end of March for a D&C tender with construction documentation commencing thereafter which is scheduled to be completed in October.
- We confirm that we have the resources and capability to hit the ground running from the assigned project start date and deliver this project within the allotted program window.

Project delivery and construction contract:

- We understand that the project is to be delivered as part of a design novate construct and we have made provisions for this as part of the delivery of the contract documentation phase.

Safety in Design Requirements:

- We understand that the client values and requires a detailed approach to safety in design.
- We confirm that we value the importance of safety in design and have a process that is followed through each design phase with relevant design stakeholders, as well as a template document where these decisions are summarized and confirmed for circulation to the client and design team.

Green Star Requirements:

- We understand that a 5-star green star rating is required for this project in accordance with GBCA guidelines.
- Provision of all associated structural reporting for Greenstar certification and objectives. This also includes providing preliminary advice of potential structural point objectives to gun for.
- Provision of a Stormwater Management Plan and associated MUSIC modelling.

BIM and Documentation Delivery:

- We confirm that we will be utilizing Revit and the Autodesk BIM360 platform for architectural and services coordination.
- We also confirm that that we will be making the provision for structural deliverables to LOD200 for schematic design and LOD300 for design development.

In addition to providing services across the project encompassing the approach as outlined above, more specifically we confirm that we have made the provision for the following structural and civil scope items for this project.

Structure:

Provision of design including but not exclusive to:

- Roof Structure:
 - Design of complex structural steel to achieve architectural roof form, canopy and cantilevers.
 - Support / restraint structure for architectural cladding features / overhangs / screens and façade signage.
- Suspended Floors:
 - The suspended floors for the project will typically be PT slabs on the basis of anticipated floor spans.
- Ground Floor:
 - The ground floor slab will ideally be a stiffened raft slab.
- Global stability system
 - Vertical displacement analysis.
 - Lateral stability shall be achieved with structural steel bracing frames and reduced reinforced concrete shear walls

- Canopies
 - Canopy structures cantilevered from superstructure.
- Facades
 - Ridged support structure mounted to superstructure to support architectural specified frame.
 - Note that this does not include the design and documentation of any proprietary façade systems that may be specified as part of the architectural documentation.
- Bulkheads and Ceilings
 - Ridged structure to support and/or restrain ceiling structures where there are complex ceiling forms.
 - Note this does not include the design and documentation of any proprietary ceiling systems that may be specified as part of the architectural documentation.
- Shade Structures
 - External ridged isolated shade structures
 - Note that this does not include the design and documentation of any proprietary shade structures / tensioned membrane shade systems that may be specified as part of the architectural documentation.
- Retaining Walls
 - Blockwork cantilevered retaining walls.
- Fences.
 - Design and documentation of fence over 1.8m high that may form part of the building permit.
 - All other fences have been assumed to be designed and constructed by the contractor in accordance with the landscape architects documentation.
- Provision of all associated reporting for Greenstar certification and objectives.
 - This also includes providing preliminary advice of potential structural point objectives to seek with ESD consultant as advice around potential material substitutions.
- Preparation of detailed written structural specifications of primary structural materials.

Civil, stormwater drainage and external works design:

Provision of design including but not exclusive to:

- Civil and stormwater drainage in response to the building run off and localized connections into existing pavements.
- We have assumed that stormwater drainage for the proposed works can be connected into existing site infrastructure which will be established as part an early works package.
- We expect On Site Detention (OSD) will be required; therefore, we have made provision to liaise with council to outline their requirements.
- We have made provisions to integrate any WSUD initiatives into the stormwater system in accordance with any MUSIC modelling and the endorsed Stormwater Management Plan.

ARGALL

- We confirm that we have made the provision for civil and external works scope for the region identified as part of the 2no stage phasing as part of briefing documentation.
 - Our allowance for services with respect to the 2no stages makes provision for (1) documentation assuming that both stages are delivered concurrently and (2) a provision for alternative in which stage 1 is delivered only.
- Car parking and works to Civic Place as illustrated as part of the briefing documentation.
- Precinct connections (i.e. pathways, social plaza areas to existing surrounding council infrastructure).
- We confirm that all proprietary sunshades, play features, barriers, balustrades or other propriety structures and elements have been excluded.
- Footings design for proprietary systems and signage not identified as part of the brief that are required to be captured as part of our scope we can provide on a fee assessed on a time charge basis. Note this is under the assumption than any proprietary specific loading is provided by designer and installer.
- 3D earthworks model and finish ground levels issued as a triangulated surface (with accompanying external levels PDF drawing).
- Note that while a storm water management plan is excluded from our services (as we anticipate this will be delivered by the project ESD consultant), this can be provided by our team also for an additional cost.
- Provision of a Stormwater Management Plan suitable for town planning and green star requirements including associated MUSIC modelling. Third party input required (Landscape - irrigation volumes, Hydraulic Engineer - re-use volumes)
- Incorporation of all Green Star requirement design requirements around permissible site discharge, site retention and reuse and filtration. This also includes the adoption of global warming design parameters require as part of Green Star design criteria.
- We have made reasonable provisions for submission of civil documentation to the council infrastructure team for review and approval.
 - No allowance has been made to manage secondary contractors / alternative authorities, however these services can be provided as part of an additional service on a fee assessed on a time charge basis.'
- Civil construction specification.

We propose that the scope outlined as part of the briefing documentation, and the items identified above are to be delivered as part of the following services presented over the following design stages.

Schematic Design:

- Undertake the application for all required processes associated with the storm water discharge for the site, i.e. LPOD, permissible discharge and detention requirements.
- Workshop with you the overall constructability, possible construction methodologies and structural materials to be adopted as part of the structure and external works for your concepts.
- Identify and discuss Greenstar point scoring objectives to be accommodated as part of the design with the project ESD consultant.
- Workshop any opportunities to optimize ESD into the structural solution and reduce embodied energy has part of the structural materials adopted.
- Continue to workshop any opportunities to optimize ESD in the civil / external works solution during the Stormwater Management Plan and MUSIC modelling process, to ensure a fully coordinated solution that satisfies client requirements as well as council objectives.
 - As part of ongoing schematic design phase, we will provide:
 - MUSIC Report of initial stormwater drainage concept as required to ensure all planning considerations are met.
- Undertake a review of the Geotechnical report/s for the site and provide / workshop with you preliminary footing alternatives suited to your concept design.
- Attendance at key meetings as requested by the architect and/or client sufficient to advance the project in accordance with the program and project intention.
 - Note we have not made an allowance for regular meetings but rather an allowance for coordination workshops in person as required.
- Establishment with the design team for a BIM execution plan for the works so expectations on modelling, issue dates and coordination can be set across both Design Development and Construction Documentation phases.
 - Following confirmation of cost, scope of works and architectural and project team feedback, we intend to move into Revit to continue to build and develop the design.
 - We would recommend the use of the BIM360 platform for these works to track project coordination and clash detection between consultants.
- In addition to all reporting, preparation of structural and civil engineering documentation during the course of the schematic design phase, concluding with the submission of the preliminary structural design including preliminary sizing of all structural members at 1:100 scale.
 - This information during the schematic design phase will be presented as PDF edited sketches over the architectural layouts and elevations.

- These drawings will identify areas of the building that require further refinement / coordination of architectural information during the design development phase and will also be structured to assist in deriving costs associated with the structure and any requirements to assist in the planning application process to take place after the schematic design phase.
- Please note that our final deliverable for the schematic design phase will be in RVT format at LD200 to enable visualization of the structure for the client and coordination with other disciplines on the BIM360 platform.

Town Planning

- Following the provision of schematic design deliverables and assistance in establishing the architectural design for planning submission during the schematic design phase, we have not made an allowance for services to be provided during this phase.
 - Should structural and civil engineering services be required during the planning phase, these can be provided on a fee assessed on a time charge basis.

Design Development:

- Attendance at key meetings as requested by the architect and/or client sufficient to advance the project in accordance with the program and project intention.
 - We have made the provision for fortnightly online meeting during this phase for the progression and development of the design.
- During the detailed design development process, provide the supply of drawings to the architect, client and other consultants as required to sufficiently facilitate the coordination of the project (including building services).
- Preparation of structural and civil engineering advice during the course of the design development phase concluding with the submission of the final structural and civil design in RVT, Civil3D and PDF format along with written specifications suitable for the purposes of a D&C tender.
 - As part of the DD package issued for a D&C tender, we confirm that we will provide a structural documentation set that includes, complete 1:100 plans and sections, along with standard details and any specific 1:20 details that are integral in understanding the composition of the structure (or that are required to be specially resolved architecturally).
 - This set will exclude the majority of 1:20 detailing that may inhibit the contractor in optimizing cost or the design to suit their preferred construction ideology.
 - A civil documentation set that includes, complete 1:100 pavement, stormwater, external levels plans and sections (where required), along with specific construction details. A 'Tender option' plan indicating works required if Phase 2 does not proceed, allowing council a clear view of costs for each option.

Tender Phase:

- We have made a provision for a limited number of hours for reviewing and providing responses to tenderer queries.
- These hours can also be spent reviewing structural and civil scope of final submissions / preferred contractor and meeting with preferred contractor alongside the wider project team.

Contract Documentation (Under Novation):

- Preparation of structural and civil engineering advice during the course of the contract documentation phase concluding with the submission of the final structural and civil design in RVT, Civil3D and PDF format at the completion of the contract documentation phase suitable for the purposes of tendering and construction.
- Note there is no allowance for value management works as part of this project stage.
 - We propose that any required value management redesign works are undertaken on a fee assessed on a time charge basis in accordance with our attached schedule of rates.
 - Note that we plan to resolve value management as part of the schematic design and design development phases prior to the contract documentation phase commencing, and we have preserved this stage purely of the execution of project documentation.
- Provision of construction documentation and *Regulation 126* design certificate for the project for both structural and civil works, including the provision of digital sets of the final drawings, the project specification and the project structural computations.
- Independent structural and civil certification may be required for the project, and we have provided an estimate for this to be undertaken by inhouse by an independent Argall RBP / PE. Please refer to our fee breakdown on the pages to follow.
 - Note that should external certification be required the costs associated with this will need to be confirmed at the completion of the design.

Construction Phase Advice (Under Novation):

- Response to reasonable RFIs from an appropriately qualified and experienced builder.
 - There is no provision in our construction phase fee to facilitate value management design amendments requested by builders or sub-contractors during the construction phase, any such request shall have a fee assessed on a time charge basis in accordance with our attached schedule of rates.
- A review of prefabricated shop drawings.
- Provision for general structural advice with respect to variation claims by the contractor.

- An allowance for 6no. total detailed structural and civil site inspections during the construction phase.
 - Note that these inspections are intended to be provided in addition to mandatory inspections by the RBS and are to be focused on structurally complex items (i.e. no allowance for Reg 126 inspection certificates).
 - We intend to execute these inspections a day or so in advance of the RBS' mandatory inspections. This will enable us to protect the interests of the client to ensure that the structural documentation has been properly understood and executed in advance of the RBS undertaking their mandatory inspections.
 - We note that we have found this process to be the most cost-effective way of executing construction phase structural inspections and signoff for the client, in addition to creating the best flow of continuity for the contractor onsite (i.e. prevent delays onsite).
 - Our inspections prior give the RBS the confidence to sign off when they can see our comments have been addressed, and if our comments haven't been adhered to, a further final inspection by the RBS can be undertaken by their roaming inspectors as soon as the works are rectified.
 - This also means that if there are simple but mandatory excavation or pre-pour inspections that don't require our attention, these can be undertaken by the RBS and our site attendance can be preserved for other more pressing issues.
 - Final handover DLP inspection if required should be accommodated for within this allowance.
 - Should the provision of additional inspections be required to ensure that the site is attended once per month minimum during the construction phase as part of preparing letters, note that this will incur additional costs.
- Review of contractors proposed structural erecting methodology for specialised structure.
- Review of contractor proposed temporary site works drainage design to mitigate risk of impact on neighbors or breach of council protocol.
- Note that we have not made an allowance for the attendance of regular site meetings but to only attend site as required in accordance with the allowance outlined above.

Defects Liability Period:

- All structural and civil defects will be identified and addressed during the construction phase, including any final handover inspections that may be required.
- Accordingly, we have not made a provision for services to be provided during this phase, however additional services can be provided on a fee assessed on a time charged basis as required.

Please see in the pages to follow our lump sum fee breakdown for the scope of services outlined above.

Please note that the fee breakdown excludes re-design and re-documentation as part of value-management or cost reduction exercises that may be required following completion of the design. Should these services be required, we propose that they be provided on a time-charge basis in accordance with the pricing schedule on the attached fee breakdown.

Building Works Exclusions:

- Remedial design actions required to provide repairs or prolong the design life of existing structures that are to be retained not identified as part of the project brief information.
- Proprietary roof trusses and associated bracing and mounting.
 - Our services do include a review of shop drawings of these elements to confirm their application as part of the global structure.
- Proprietary stair systems.
 - Our services do include a review of shop drawings of these elements to confirm their application as part of the global structure.
- Any specialized internal joinery design
 - However, this can be provided on a fee assessed on a time charge basis.
- Final post tensioned reinforcement slab design and detailing, we anticipate this will be undertaken by a specialist D&C contractor.
 - Our services do include the following with respect to post tensioned reinforcement slabs: (1) Preliminary design of slabs nominating thicknesses for proposed loading, (2) preliminary compressive stress assessment (3) confirmation of slabs as part of wider global design and stability and (4) review of shop drawings of PT design.
- Glass or metal work balustrades formed from non-typical structural sections. We anticipate these will be D&C by specialist contractors.
- Signage and footing design for external proprietary structures.
 - Design services for these elements can however be provided on a fee assessed on a time charge basis.
- Proprietary ceiling and bulkhead structures.
 - We confirm however that we will provide all rigid support and restraint structures required to support proprietary ceiling systems.
- Any additional design and documentation or consultation required beyond the provision of construction documentation required as part of service easement authority approvals.
- Independent certification
 - However, we have provided an indicative fee if this is required, and we can undertake in-house with a separate registered Argall PE.

- Provision for Reg 126 certificates of inspection during the construction phase.
 - Our nominated number inspections are to assess more complex areas of the structure to provide greater security that structural intent has been reflected in the constructed works.
 - The final sign-off of all mandatory inspections is intended to be provided by the project RBS.
- Site attendance during construction in addition to the number of inspections nominated as part of the construction phase services scoped above.
- Structural redesign required in response to latent conditions incurred onsite or remedial design for contractor error or changes born from other design consultant changes.
 - We recommend where required that construction phase redesign is undertaken on a fee assessed on a time charge basis.
- Façade engineering of any non-structural elements such as proprietary systems, cladding and glazing.
- Temporary works design.
- All waterproofing specification.
- The preparation of multiple documentation packages and associated administrative works in response to introducing multiple building permit staging of the project have been excluded.
 - However, these services can be provided for an additional fee should they be required as part of future programming to best service the project.

Civil and External Works Exclusions:

- Roof hydraulic drainage and reticulation of downpipes from roofs / balconies down to ground and/or rainwater tanks that are both above or below ground.
- Specification of rainwater tanks for toilet flushing and irrigation reuse.
 - We anticipate that these will be specified by the project hydraulic consultant.
- Third party application fees and third-party civil certification approval (if required).
- Major site layout alterations affecting overland flow and global drainage design outcomes, excluding minor design development alterations as expected with development of project.
- Cut and fill assessment of the site.
 - Should a more detailed cut-and-fill assessment of material be required this can be provided on a fee assessed on a time charge basis should it be required.
- Specialist stormwater flood modelling required to meet requirements of the relevant (we recommend that this is undertaken by a specialist hydraulic consultant should this be required).
 - Note that this exclusion does not extend to MUSIC modeling which is included in the services listed above.
- Preparation of a stormwater management plan.
 - Should this be required we assume this will be undertaken by the ESD consultant as part of the planning approval process.
- All traffic engineering works, including access reports, car park layouts and ramp designs.
- Set out of external works including car parks, kerbs, paths, site entrances etc.
 - We have assumed that these are to be provided by the Traffic Engineer and Landscape Architect.

- Signage and footing design for external proprietary structures.
 - Design services for these elements can however be provided on a fee assessed on a time charge basis.
- Off-site drainage / road works.
 - It has been assumed the stormwater and external works will be to site boundary and only extend to back of kerb at cross over locations.
- All external civil and stormwater drainage works to upgrade the existing stormwater network.
- All external civil and stormwater drainage works outside of the localized connection of the new building to the existing network of pavements.

We confirm we have also excluded the preparation of as-built drawings and re-certification of structural and civil work due to design changes required as a result of either (1) latent conditions or (2) changes driven by other project stakeholders. We propose that the preparation of Revit / CAD as-built documentation for these works are undertaken on a fee assessed on a time charge basis.

Also for your information, please refer to follow our certificates of currency for our public indemnity, public liability policies and Worksafe policies.

Should you require any further information or wish to discuss this proposal in greater detail, please do not hesitate in getting in touch with us.

We greatly look forward to the opportunity of delivering this project with you.

Yours faithfully,



Andrew Gall
Director
Argall Pty Ltd

Baw Baw Culture and Connection Precinct - Library and Learning
for the Baw Baw Shire Council
Structural, Civil / Stormwater Drainage Engineering



Consulting Structural and Civil Engineering Fees

Total Estimated Construction Cost \$ 23,600,000
Estimated Stage Two Engineering Value \$ 5,192,000

Area of Service	Estimated Engineering Content	Schematic Design	Design Development to D&C Tender	Contact Documentation (Under Novation)	Construction Phase Advice (Under Novation) 12 month program	Total Fee (excl. GST)
Structural Engineering	\$ 4,012,000.00	0.100% \$ 23,600.00	0.175% \$ 41,300.00	0.125% \$ 29,500.00	0.100% \$ 23,600.00	0.500% \$ 118,000.00
Civil Engineering & Stormwater Drainage	\$ 1,180,000.00	0.012% \$ 2,900.00	0.022% \$ 5,100.00	0.015% \$ 3,600.00	0.012% \$ 2,900.00	0.061% \$ 14,500.00
STRUCTURAL & CIVIL TOTALS	\$ 5,192,000.00	\$ 26,500.00	\$ 46,400.00	\$ 33,100.00	\$ 26,500.00	\$ 132,500.00

Fee Break-Down:

Structural Engineering Content: \$ 118,000.00 = 0.5% of construction cost

Civil & Stormwater Drainage Content: \$ 14,500.00 = 0.061% of construction cost

Total Fee expressed as Percentage of Construction Cost 0.56% excl GST

Suggested Allowances (not included in fees above)

Independent Structural Certification inhouse by Argall ind' PE \$ 15,000.00 excl GST (note external ind'certication TBC)

Hourly Rates (applicable for both disciplines) excl GST	
Director	\$ 300.00
Associate	\$ 250.00
Senior Engineer	\$ 225.00
Senior Revit Documenter	\$ 225.00
Project Engineer	\$ 200.00
Project Documenter	\$ 200.00
Administration	\$ 80.00

Project Baw Baw Civic Precinct, 59 Albert Street,
Cnr Civic Place, Warragul, VIC
Project no. 173987-S
Date 26/08/2025
Revision 2



Andrew Croxon
andrew.croxon@croxonramsay.com.au
Croxon Ramsay Pty Ltd
25A Mollison Street
Abbotsford VIC 3067

26 August 2025

Baw Baw Civic Precinct, 59 Albert Street, Cnr Civic Place, Warragul, VIC

Dear Andrew,

Thank you for considering our fee proposal for professional building consulting services for Baw Baw Civic Precinct, 59 Albert Street, Cnr Civic Place, Warragul, VIC. Our offer is based on the background information received on 16 December 2021.

The project is similar to many that we have successfully completed recently. We look forward to working with you on this project.

We trust this fee proposal meets your expectations and look forward to working with you.

We will proceed upon receipt of a signed copy of the attached agreement form.

If you have any queries, please do not hesitate to contact us.

Warm regards,



Veeshan Veenaik
Building Solutions Engineer
03 8814 3297
veeshan.v@ddeg.com.au

1 About DDEG

A leading team of specialist engineers and consultants, we provide innovative, performance-based solutions to solve any compliance challenge.

DDEG is a 100% Australian-owned and operated specialist engineering consultancy founded in 2012. We have extensive experience working on projects of all sizes and complexities, from small developments to large-scale commercial and public projects.

Collaboration	We partner with architects, building surveyors and construction companies to ensure projects meet regulatory standards without compromising design intent.
Innovation	We think outside the box to develop unique building solutions that comply with building codes through innovative performance pathways.
Service	We understand the importance of construction timeframes, which is why we offer a reliable and responsive service, with prompt delivery and clear communication.
Expertise	With specialist knowledge across many disciplines and a deep understanding of local regulations, we can look after compliance solutions across your project.

Specialist consulting disciplines

Our diverse team of engineers, consultants, and specialists provide innovative, performance-based solutions across six key disciplines.



**FIRE SAFETY
ENGINEERING**



**BUILDING
SOLUTIONS**



**ACCESSIBILITY
CONSULTING**



**ACOUSTICS
CONSULTING**



**FACADE
TESTING**



**ENVIRONMENTALLY
SUSTAINABLE DESIGN**

ISO Certified

DDEG's Head Office is ISO 9001, ISO 14001, and ISO 45001 certified, reflecting our commitment to quality, environmental sustainability, and workplace safety.



ISO 9001:
Quality Management System



ISO 14001:
Environmental Management System



ISO 45001: Occupational Health and
Safety Management System

2 Scope of services

2.1 Project Description – Baw Baw Civic Precinct, 59 Albert Street, Cnr Civic Place, Warragul, VIC

We understand that the project comprises a 4 storey building containing office, carparking and school buildings.

Based on the information provided, we understand the following project particulars apply to this development:

BCA Classification	Class 5 (Office), Class 7a, Class 9b (School)
Number of Storeys	3
Rise in Storeys	3
NCC	2019

2.2 Performance Solutions

The following Performance Solutions listed in the table below will be included as part of our scope of services. This list has been identified based on the information contained within the supplied email but may not be exhaustive.

Proposed Performance Solution	DTS Provision	Performance Requirement
To assess the proposed building's external wall designs against Performance Requirement FP1.4 of the National Construction Code 2019 (NCC) — Volume 1 Amendment 1.	-	FP1.4
To provide the technical justification to support a roof terrace to act as roofing over interior rooms of the building.	F1.5	FP1.4
To provide the technical justification to support the proposed charged stormwater drainage system.	<u>NCC Vol 1:</u> F1.1 <u>NCC Vol 3:</u> Vic F1.2	<u>NCC Vol 1:</u> FP1.2, FP1.3 <u>NCC Vol 3:</u> Vic FP1.1, FP1.2, FP1.3, FP1.4

2.3 External Cladding – Weatherproofing (F3P1)

2.3.1 General Scope

The intended external wall weatherproofing performance solution is relevant for the following external wall systems, as identified in the documentation provided at time of fee request:

- Masonry wall systems (required to comply with AS 3700); and
- Precast Concrete wall systems (required to comply with AS 3600 and AS 3850.2); and
- FC Sheet Cladding (required to be designed and installed in complete accordance with the relevant CodeMark Certification and Installation Guide); and
- Metal Cladding (required to be designed and installed in complete accordance with the relevant AS 1562.1 and Installation Guide).

Please note, roofing systems, external doors, internal glazing and any other façade systems not identified above are excluded from the scope of works.

2.3.2 Project Stages

Our involvement in the various project stages is proposed as follows:

Stage 1 & 2 - Schematic Design and Town Planning

- No works – Not applicable

Stage 3 & 4 – Design Development and Tender Documentation

- Review wall type schedule/junction details of external cladding provided by the Architect and provide feedback on weatherproofing performance of wall system in the form of markups or communicate via email.
- Update existing Performance Based Design Brief (PBDB) to new design for stakeholder review.

Stage 5 – Construction Documentation

- Liaise with relevant stakeholders to confirm acknowledgment and acceptance of the proposed PBDB.
- Incorporate any agreed minor amendments to the report for finalisation.
- Prepare the Performance Based Design Report (PBDR) for stakeholder acceptance prior to Building Permit.

2.4 Alternative Roofing – Waterproofing of Concrete Terrace

The following outlines key scope assumptions forming the basis of our fee:

2.4.1 General Scope

- Review threshold section details provided by the Architect and provided feedback on waterproofing terminations.
- Our scope excludes the review or design of the roof drainage systems.

2.4.2 Project Stages

Our involvement in the various project stages is proposed as follows:

Stage 1 & 2 - Schematic Design and Town Planning

- No works – Not applicable

Stage 3 & 4 – Design Development and Tender Documentation

- Review section details of threshold provided by the Architect and provide feedback on waterproofing membrane terminations in the form of markups or communicate via email.
- Update existing Performance Based Design Brief (PBDB) to new design for stakeholder review.

Stage 5 – Construction Documentation

- Liaise with relevant stakeholders to confirm acknowledgment and acceptance of the proposed PBDB.
- Incorporate any agreed minor amendments to the report for finalisation.
- Prepare the Performance Based Design Report (PBDR) for stakeholder acceptance prior to Building Permit.

2.5 Charged Stormwater System Scope

The following outlines key scope assumptions forming the basis of our fee:

2.5.1 General Scope

- Consult with project design team to outline system scope responsibilities.
- Liaise with Hydraulic Engineer for charged stormwater pipework minimum sizing requirements. We note the final coordination, pipework sizing, location and documentation of the stormwater drainage pipework remains the responsibility of the Hydraulic Engineer.
- DDEG will primarily outline key technical and performance criteria for the design team to include as part of the overall system design and documentation.
- Our scope excludes the review or design of the rainwater tank itself and the rainwater supply systems, including any filtration, pressurisation or treatment systems.

2.5.2 System Assumptions

The following charged stormwater system assumptions form the basis of our fee:

General Provisions

- Above-ground stormwater drainage pipework system to be gravity-based sloped system in conformance to principles in AS/NZS3500.3.
- Gravity bypass connection to be provided at lowest point of charged system, connected to external civil drainage, to enable emergency and maintenance flushing of the system.
- On-site maintenance and facility management team is present to readily address any system blockages.
- Debris management provisions to be provided within the system design such as diversion systems and/or screened inlets (where appropriate) to manage debris accumulation in the charged pipework.
- Catchment areas to the charged stormwater system to be clean non-trafficable roof areas only. i.e. does not collect balconies, terraces, planter box systems or the like.

Roof Gutter Drainage System

- NCC compliant roof drainage system for both primary and overflow systems associated with the charged stormwater system. Where additional Performance Solutions are required for the roof drainage system, this can be provided as an additional service upon request.
- The design of the roof drainage system, including gutters and sumps, remains the responsibility of the hydraulic engineer in coordination with the architect, structural engineer and overall design team.

2.5.3 Project Stages

Our involvement in the various project stages is proposed as follows:

Stage 1 & 2 - Schematic Design and Town Planning

- Liaise with Hydraulic Engineer for key spatial planning (where required).
- Minimal technical input is envisaged for this stage, other than outlining general provisions and key scope expectations.
- Prepare Preliminary Advice in form of Consultant Advice Notice (PDF) outlining key preliminary system requirements.
- Attendance at one (1) virtual kick-off meeting.

Stage 3 & 4 – Design Development and Tender Documentation

- Liaise with Hydraulic Engineer to determine key charged stormwater system constraints and provisions.
- Finalise requirements for the charged stormwater system in coordination with the Hydraulic Engineer.
- Prepare the Performance Based Design Brief (PBDB) for stakeholder review.
- Attendance at up to one (1) virtual design meetings.

Stage 5 – Construction Documentation

- Liaise with relevant stakeholders to confirm acknowledgment and acceptance of the proposed PBDB, including appointed licensed Plumbing contractor.
- Incorporate any agreed minor amendments to the report for finalisation.
- Prepare the Performance Based Design Report (PBDR) for stakeholder acceptance prior to Building Permit.
- Attendance at one (1) virtual project meetings.

2.6 Key Deliverables

The following key deliverables are outlined in the table below.

Stage	Description
1 & 2	Preliminary Advice (Charged Stormwater System only) - Consult with design stakeholders on preliminary system requirements. - Identify key risks to be addressed early by the project design team. - Summarise preliminary requirements in the form of a Consultant Advice Notice (CAN).
3 & 4	Performance Based Design Brief (PBDB) - Prepare the PBDB document which outlines the proposed Performance Solutions outlined in Section 2.2 and a preliminary design criteria. - Consult with stakeholders on any PBDB preliminary outcomes. - Seek stakeholder acknowledgement on the PBDB. To commence work on the PBDR, the PBDB needs to be acknowledged by stakeholders.
5a	Performance Based Design Report (PBDR) Prepare the PBDR document which evaluates the proposed Performances Solutions and outlines the final design criteria.
5b	Building Design Certification The 126 certificate will be issued by an endorsed Registered Building Practitioner within DDEG who prepared the PBDR.

2.7 Meetings

The fee allows for meetings as noted in Section 2.5 above. For a project such as this, this is considered appropriate as it is expected that most issues can be resolved via phone / email correspondences. Additional meetings (if required) may be charged at additional hourly rates or agreed lump sum arrangement.

3 Fees

We propose a fixed lump sum fee as described below for the above mentioned scope of works. All figures are exclusive of GST.

Stage	Fee – External Cladding and Alternative Roofing	Fee - Charged Stormwater
Stage 1: Schematic Design	N/A – no works (\$H/R if required)	\$2,000 (Combined)
Stage 2: Town Planning	N/A – no works (\$H/R if required)	
Stage 3: Design Development	\$2,750 (Combined)	\$7,800 (Combined)
Stage 4: Tender Documentation – PBDB		
Stage 5: Construction Documentation – PBDR		
Stage 6: Construction Phase	N/A – no works (\$H/R if required)	N/A – no works (\$H/R if required)
Stage 7: Defects Liability Period	N/A – no works (\$H/R if required)	N/A – no works (\$H/R if required)

3.1 Clarifications

The following clarifications / limitations apply to the proposed scope of works:

- The fee is based upon the scope identified in Section 2. Additional Performance Solutions may be charged at an additional agreed lump sum fee or as an hourly rate arrangement.

3.1.1 External Cladding – Weatherproofing (F3P1)

The following have been excluded from this fee proposal:

- Soffits
- Canopies
- Skylights
- External/Internal glazing systems
- Balustrade systems
- The structural performance of any external wall or cladding system.
- Provision of thermal and condensation analysis and advice.
- Provision of CAD drawings. PDF markups shall be provided where necessary.
- Attendance to site inspections (unless agreed otherwise).
- Verification or certification of weatherproofing for the installation of external wall systems following the construction stage of this project.

3.1.2 Alternative Roofing – Waterproofing of Concrete Terrace

- The design of the roof drainage system, including gutters and sumps, remains the responsibility of the hydraulic engineer in coordination with the architect, structural engineer and overall design team.

3.1.3 Charged Stormwater System

- Assessment of the roof overflow discharge locations are excluded. The locations of overflow discharge points are to be reviewed by the design and construction team, and located away from building openings, flashings or other points of potential water ingress. Where discharging over external areas, surfaces are to be graded away from the building and the structure, and in a manner that does not cause nuisance to users and building operation.
- Our scope does not include requirements relating to the design or installation of systems within reactive or unstable soil conditions or other conditions that induce pipework movement. No geotechnical report has been provided for review. A specialist consultant or contractor is to review the recommendations provided by our assessment and confirm the final design and installation requirements for the systems affected by the site classification or other causes of pipework movement.
- We note that our review of the charged stormwater system is limited to the review of the hydraulic capacity/performance of the system only and does not include a review of other building elements such as flashings, jointing, contraction/expansion provisions, waterproofing, membranes/sealants, gutter or pipework supports or structural systems or acoustics.
- Our scope excludes detailed survey of existing systems or working at heights or within concealed spaces. Qualified contractors are recommended to be engaged to provide additional site information where required.
- Our scope excludes detailed spatial coordination, including provision of any CAD or Revit files, or involvement in clash detection activities.
- Any input to additional Value Management exercise is excluded.
- Our scope excludes involvement in any cost plans. It is assumed these are the responsibility of the Quantity Surveyor.
- Involvement in Shop drawings or As-built documentation. It is assumed the requirements of our Performance Solutions will be administered by the project team during the construction phase.
- Site inspections (unless separately agreed).
- Verification or certification of installation post-construction.
- Any authority application fees or work associated with authority applications.

4 Additional Services

We also offer additional services to support the documentation and verification process.

These services are typically handled by other members of the design team or may not always be required. All figures listed are exclusive of GST.

Additional Services (All Optional)	Fee
Design stage	
External Third-Party Peer Review	\$POA
Additional Performance Based Design Solutions	\$POA
Construction stage	
Advice during construction	Hourly Rates
Site inspection and site inspection report	\$POA
Site inspection(s) (without site inspection report)	Hourly Rates
Novation to managing contractor under this agreement	\$0

The following hourly rates will apply where applicable to additional services (excluding GST):

Title	Rate (\$ / hour)
Director	\$350
Associate	\$300
Engineer	\$250

5 Timeline

One of our engineers will be in contact within 2-3 days upon receipt of an instruction to proceed.

The timeframe to complete this project is estimated as outlined in the table below.

Stage	Standard Timeline – External Cladding and Alternative Roofing	Standard Timeline – Charged Stormwater
Stage 1 & 2: Preliminary Advice	N/A	10 - 15 working days (Note 1) (By October 2025)
Stage 3 & 4: Performance Based Design Brief	10 - 15 working days (By mid-April 2026)	10 - 15 working days (By mid-April 2026)
Stage 5a: Performance Based Design Report	Within 2 working day after: 1. Acceptance of the PBDB by the relevant stakeholders, 2. Settlement of invoices	Within 5-7 working days after: 1. Acceptance of the PBDB by the relevant stakeholders, 2. Settlement of invoices (By September 2026)
Stage 5b: Building Design Certification		

Note 1: The invoice for this stage will be issued upon acceptance and the report will be issued after payment settlement within the timeframes outlined above.

6 Terms and Conditions

This proposal is valid for 90 days and the conditions of this offer are as per the DDEG Short Form Agreement.

Where DDEG is required to sign an external contract, agreement or purchase order, a Contract Review will be required to be undertaken by our solicitor and an additional contract review fee may be applicable. Any terms and conditions applicable that are outside of the aforementioned DDEG Short Form Agreement may be subject to fee adjustment.

This proposal assumes that the project will be completed in full and without delay. Where our services are suspended or postponed, we will charge for the time expended up to that point at our hourly rates. A remobilisation fee may apply if we are requested to recommence our services after an extended suspension or postponement.

DDEG (Solutions) is covered by a limited liability scheme, approved under Professional Standards Legislation.

Our company policy is to issue final reports after invoices have been settled.

Detailed information about the way DDEG uses and discloses your personal information is set out in our comprehensive privacy policy [here](#).

Agreement for the Provision of Consulting Services

For Project: 173987-S FP R2 Baw Baw Civic Precinct, 59 Albert Street, Cnr Civic Place, Warragul, VIC.docx

3D Building Solutions Pty Ltd T/A DDEG (Solutions)

ABN: 15 654 057 477

and

Client details

Please fill out all fields and send this form back to your DDEG representative.

Company Croxon Ramsay Pty Ltd

Address 25A Mollison Street

Abbotsford VIC 3067

ABN / ACN
(if applicable)

Alternative client details

If the client details are incorrect / incomplete, please provide correct details below.

Company

Address

ABN / ACN
(if applicable)

Contract acceptance

Executed by an authorised signatory of the client named above.

Note that the signatory is ultimately responsible for settlement of all applicable invoices.

Name

Signature

Phone

Date

Email

☐ Need a report quickly? Please tick for the accelerated program. 50% surcharge applies – [Click here for details](#)

Invoicing instructions

☐ Send to client email provided above

☐ Send to client representative for approval / processing

☐ Send to project manager for approval / processing

☐ PO / Ref Number required on invoice

DDEG Short Form Agreement (February 2025)

1. This contract shall apply to the Services provided by the DDEG PTY LTD (DDEG) entity named in the provided Fee Proposal attached.
2. DDEG's Consultant shall provide to the Client the Services (Services) as agreed to in writing between the parties.
3. The Consultant shall perform the Services properly and diligently with the skill and care as is generally exercised by competent members of the same profession performing Services of a similar nature, at the time the Services are provided.
4. At its own cost, and as soon as it is practicable, the Client will provide to the Consultant all information and particulars relevant and relating to the Services. The Consultant is entitled to rely on any information and other particulars provided by the Client to complete the Services.
5. The Client shall pay to the Consultant;
 - a. the Fee as agreed in writing between the parties;
 - b. any adjustments to the Fee as nominated in Project Change Notices (PCNs) to reflect additional costs;
 - c. GST applicable to all services.
6. The Consultant will claim payment upon completion of the Services within 15 days exclusive of set-off or deduction.
7. Without prejudice to any other rights or remedies the Consultant may have, should payment not occur in accordance with this Agreement within 15 days, interest will be payable from the date of invoice until payment at a rate per annum as prescribed by the *Penalty Interest Rates Act 1983* (VIC).
8. The Consultant retains all Intellectual Property Rights in relation to the Services.
9. The Consultant grants to the Client a non-exclusive, worldwide, transferable, royalty-free and irrevocable licence to use any intellectual property arising out of provision of the Services for the purposes relating to the project, subject to the Client complying with its obligations under this Agreement.
10. The Client and the Consultant must ensure that their employees, agents, consultants and contractors keep confidential, all information and particulars made available to them relating to the Services, and must not disclose any information, prior to consent from both parties, unless that information is;
 - a. required by law;
 - b. already known to the public; or
 - c. the parties agree to the disclosure.

Any and all confidential information provided by either party shall be returned immediately upon request, except to the extent necessary for compliance with the law or for internal record keeping. All retained information shall be securely held and destroyed when no longer required.
11. Parties must notify each other in writing within 5 business days should any dispute or difference arise.
12. Once made aware of a dispute or difference, senior representatives of each party shall first;
 - a. meet at the offices of DDEG 5 days after the Notice of Dispute has been received to negotiate in good faith;
 - b. should negotiation fail, within 7 working days of the negotiation, the parties agree to attend mediation administered in accordance with procedures as set out by the Institute of Arbitrators and Mediators Australia.

This clause 12 does not prevent the Consultant from pursuing legal action at any time to recover monies owed by the Client to the Consultant.
13. Without prejudice to any other rights or remedies it may have, the Consultant may suspend its obligations under this Agreement by notice in writing to the Client;
 - a. immediately, if the Client has failed to pay in accordance with this Agreement; or
 - b. if the Client is in breach of any of the other terms of this Agreement and that breach has not been remedied within 10 working days of a written notice served by the Consultant on the Client specifying the breach and requiring the breach to be remedied.
14. Without prejudice to any other rights or remedies it may have, the Client may, by written notice, terminate its obligations under this Agreement;
 - a. if the Consultant is in breach of this Agreement and the breach has not been remedied within 28 days of a written notice served by the Client on the Consultant specifying the breach and requiring the breach to be remedied; or
 - b. if the Consultant informs the Client that it is insolvent, becomes bankrupt, or subject to any official management, receivership, liquidation, provisional liquidation, voluntary administration, winding up or external administration.
15. The Consultant may, without prejudice to any other rights or remedies it may have, terminate its obligations under this Agreement;
 - a. if the breach referred to in clause 13(a) has not been remedied within 5 days of a written notice served by the Consultant on the Client; or
 - b. if the Client is in breach of any of the other terms of the Agreement and the breach has not been remedied within 28 days of a written notice served by the Consultant on the Client requiring the breach to be remedied; or
 - c. if the project remains on hold for a period of 6 months; or
 - d. if an Insolvency Event occurs in relation to the Client.
16. Neither party may assign, transfer or novate any obligations under this Agreement without the written consent of the other. Unless stated in writing to the contrary, no assignment, transfer or novation shall release the assignor from any obligation under this Agreement.
17. This Agreement may be terminated by mutual agreement at any time by both parties. Should both parties mutually agree to terminate this Agreement, the Client remains responsible for payment of the Services completed up until the Agreement's termination.
18. In the interpretation of this Agreement, no rule of construction applies to the disadvantage of one party on the basis that it put forward this Agreement or any part of it.
19. To the fullest extent permitted by law, the Consultant's liability to the Client under this Agreement, including the performance or non-performance of the Services, whether in contract, tort, equity, statute, or otherwise, is limited to the proportion of direct loss or damage (including interest and costs) suffered by the Client, which is either:
 - a. agreed upon by the Consultant and the Client; or
 - b. determined by a court, considering the Consultant's proportionate responsibility for the loss or damage and the contribution to the loss or damage by the Client and any other person.
20. The Consultant is not liable;
 - a. for any indirect or consequential costs, loss or damage or loss of profits;
 - b. in respect of any indirect, consequential or special losses (including loss of profit, loss of business opportunity and payment of liquidated sums or damages) under any other Agreement made between the Client and a party that is not DDEG.
 - c. for any defect or deficiency in any information, service or product that is not developed or provided by the Consultant under this Agreement.
 - d. if the information provided to the Consultant caused the liability or loss suffered by the Client or any other party.
21. The Consultant will not be liable for any failure or delay in performing the Services if that failure or delay arises from circumstances beyond the control of the Consultant, or was not foreseen at the commencement of their engagement, including the untimely performance by the Client and/or third parties.
22. The Consultant shall be deemed to have been discharged from all liability in respect of the Services whether under contract, in tort, in equity, under statute or otherwise on the expiration of 6 years from the completion of the Services.
23. If, and to the extent that, clause 21 is void as a result of Schedule 2, section 64 of the Competition and Consumer Act 2010 (Cth), then the Consultant's liability for a breach of a condition or warranty is limited to:
 - a. the supplying of the relevant Services again; or
 - b. reimbursement of the fees.
24. An amendment or a variation to this Agreement is not effective unless it is in writing and signed by the parties.
25. All aspects of the Services and this Agreement are governed by and construed in accordance with the laws of the state or territory of the office shown on the letterhead of the Fee Proposal provided by that DDEG entity. The Client agrees to irrevocably submit to the exclusive jurisdiction of the Courts of that state or territory.
26. Notwithstanding the above, the Client acknowledges that DDEG entities DDEG Access and DDEG Solutions have their liability limited by a scheme approved under Professional Standards Legislation.

Our Reference: 2200874

27 August 2025

ACN 006 197 235
ABN 38 006 197 235

Att: Andrew Croxon
Croxon Ramsay
25A Mollison Street
Abbotsford VIC 3067

Melbourne Office
1 Glenferrie Road
PO Box 61
Malvern VIC 3144
Tel: (03) 9524 8888

beveridgewilliams.com.au

Dear Andrew,

RE: BAW BAW CIVIC PRECINCT STAGE 1

REVISED SCOPE AND STAGED DELIVERY – REVISED LANDSCAPE DOCUMENTATION FEES

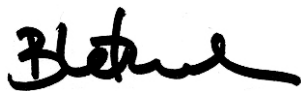
We understand from your email and attached mark up dated 20/08/2025 that:

- Council requires the preparation of documentation which allows for the staged delivery of the landscape works
- The basement carpark will be deleted from the project and a services enclosure added to the east of the services access road (behind the substation)

Further to your request for a fee proposal to provide redesign and documentation to accommodate changes in building design and staging of landscape delivery we provide the following information.

Please do not hesitate to contact me should you require any further information or wish to discuss in more detail.

Regards,



Brett Foulis

Manager, Landscape Architecture

Beveridge Williams

LANDSCAPE ARCHITECTURE

Tender Documentation – Redesign and re-documentation

Our service to redesign and re-document tender documentation, as required to achieve the modified scope set out and annotated in the 'Technical Principal Project Requirements – Cost Option 4 Rev 02' and staged landscape delivery as per your email dated 20/08/2025, includes the following:

- Liaison and correspondence with Architect, Council, Engineers and all sub-consultants, as required;
- Provide initial sketch design to propose landscape adjustments to address cost option requirements for review and comment by client and consultant team;
- Coordinate structural, civil and electrical engineering input and requirements for modified scope;
- Redesign of landscape extent in vicinity of new services enclosure (required due to deletion of basement)
- Coordinate DDA requirements relating to revised design
- Redesign and documentation of confirmed proposed modifications;
- Revise and provide additional necessary sections, elevations and details
- Adjust documentation and detailing in order to split the documentation into 2 packages of documentation for the purposes of staged delivery of landscape works and/or creation of separable portions
- Revise landscape specifications
- Prepare revised schedule of rates
- Provide review and advice in response to tender pricing for cost option to bring forward stage2 of landscape scope

FEE = \$32,400 + GST

Exclusions:

- Arboricultural services including further assessment, reporting or advice are not included in the above fees.
- Following completion of agreed re-design and re-documentation, changes required due to further client value management requests, or changes to other consultant documentation, will be charged at hourly rates or an agreed additional fee.
- The above fees assume that building finished ground floor levels will not change. Should these levels change we reserve the right to seek additional fees to cover the time cost to resolve and coordinate external grades



ADDITIONAL SERVICES

Services provided beyond the scope of this fee proposal will be charged at the following hourly rates:

SERVICE TYPE	POSITION	HOURLY RATE (+ GST)
Landscape Architecture	Landscape Architect	\$160
	Project Landscape Architect	\$180
	Senior Landscape Architect	\$230
	Principal Landscape Architect	\$260
	Senior Principal Landscape Architect	\$280
	Manager Landscape Architecture	\$300

Projects with a duration longer than 12 months will be subject to fee increases by a minimum of 3% per annum or the published ABS Consumer Price Index, CPI (if CPI is more than 3%). Increases to quoted fixed fees will apply 12 months from the date of this proposal (in-line with ABS data) with later adjustments generally made on a quarterly basis thereafter (i.e. a minimum of 0.75% per quarter or most recent quarterly CPI). Standard hourly rates will be reviewed annually.

Where projects extend over multiple calendar months, Beveridge Williams may issue progress claims for works completed within each calendar month.

QUALITY, SAFETY & ENVIRONMENTAL CERTIFICATION

Beveridge Williams is certified to ISO45001, ISO14001 and ISO9001 (copies of these certificates can be provided upon request).

Our management systems are independently audited by a third-party JAS-ANZ accredited certification body that provide certainty to our clients that their projects will be completed efficiently and to a consistently high standard whilst maintaining the safety of all personnel involved and managing our environmental impacts.



Further details are available upon request.

TERMS OF AGREEMENT

If this fee proposal is acceptable to you, please read the terms and conditions included and sign and return a copy of the Acceptance Form.

TERMS OF AGREEMENT FOR PROFESSIONAL SERVICES

Introduction

These Terms of Agreement apply to work carried out in Australia by Beveridge Williams & Co. Pty Ltd (ACN 006 197 235) and are deemed to incorporate General Conditions of Contract for engagement of consultants AS4122-2000. If there is any inconsistency between these Terms of Agreement and AS4122-2000, these Terms shall prevail.

1. Definitions

Acceptance of Proposal means the Acceptance of Proposal, Acceptance of Terms and Conditions and Authority to Commence Work signed by or on behalf of the Client.

Agreement means the document which constitutes or evidences or, as the case may be, all the documents which constitute or evidence the final and concluded agreement between the Client and the Company concerning the performance of the Services.

Client shall mean and include the body or person with whom the Company contracts for or in relation to the performance of functions or the provision of the Services and, if the Client is an incorporated body, shall include related corporations.

Company shall mean and include Beveridge Williams & Co. Pty Ltd (ACN 006 197 235) and any other related company and the servants and agents thereof.

Intellectual Property means all copyright, all rights in relation to inventions (including patents), registered and unregistered trademarks, registered designs, confidential information (including trade secrets and know-how).

Project means the job described in the Acceptance of Proposal and to which this Agreement relates.

Proposal means the Company's proposal to the Client.

Services means the work performed by the Company in accordance with the Agreement as described in the Proposal.

2. Performance

The Company undertakes to provide the Services exercising reasonable care in accordance with standards ordinarily exercised by members of its profession generally who practise in the same locality and under similar conditions. The Company will not be liable whatsoever in respect of any failure to exercise a degree or level of care beyond such reasonable care. No other warranty, express or implied, is given, save where incorporated by statute.

3. Terms of Payment

3.1 Tax Invoices

The Company will issue tax invoices at the intervals set out in the Acceptance of Proposal. Payment in full of each invoice is due within 14 days of issue or as per contract agreement. Interest will accrue daily on all accounts not paid within 14 days at the rate charged by the Company's bankers on overdrafts of \$100,000 or less.

3.2 Unpaid Accounts

The Company has the right to cease work and withhold documents until overdue accounts are paid without liability.

3.3 Costs

If the company takes legal action against the Client for recovery of any amount due to the Company, the Client must pay the Company all legal costs incurred by the Company in respect of the action on a Solicitor Client basis.

4. Materials and Directions

The Client must provide the Company in a timely manner with all information and materials necessary for the Company to perform the Services.

5. Variations

The Company may vary the Services by notifying the Client of necessary modifications to the scope of works or cost increases due to circumstances beyond the control of the Company, subject to a reasonable adjustment to the fee or date for completion of the Services to reflect additional work to be undertaken by the Company.

6. Intellectual Property

- (a) All Intellectual Property provided by the Company in relation to the Services remains the property of the Company. All Intellectual Property subsisting in or created pursuant to the Project and the scope of works vests in the Company as and when created;
- (b) The Company grants to the Client a non-exclusive royalty free licence to use all Intellectual Property subsisting in the Project subject to the payment to the Company of all monies owing under this Agreement. This licence may be revoked if such payments are not made within 14 days of the due date for payment. The Client must use the Intellectual Property only in connection with the Project.

7. Insurance

The Company agrees to maintain sufficient insurance to reasonably cover its liability in the performance of the Services. In so doing the Company shall maintain

Workers' Compensation Insurance, as required by applicable law, professional indemnity insurance and public liability insurance and such other insurances as may be agreed.

8. Liability

- 8.1 The Company will be liable to the Client for any loss or liability which the Client could not reasonably have avoided or mitigated and which the Client incurs as a direct result of:
- (a) fraud or bad faith on the part of the Company;
 - (b) deliberate or reckless disregard or neglect of any of the Company's duties or functions under this Agreement by the Company.
- 8.2 Except as expressly provided in clause 8.1 and despite any other provision of this Agreement or any duty of the Company to the Client implied by law (to the fullest extent possible) or custom the Company is not liable to the Client for any loss or liability whatever or however incurred or arising.
- 8.3 In particular and without prejudice to the generality of clause 8.2, the Company is not liable to the Client for any loss or liability which the Client incurs directly or indirectly as a result of:
- (a) any acts, omissions or defaults of parties engaged by the Client;
 - (b) any variations to the scope of works or the Services without the prior written approval of the Company;
 - (c) loss, damage or any claim caused or contributed to by the Client or any other party; and
 - (d) loss of earnings, profit, interest, benefit or damages to the Client or any other party whether indirect, special or consequential.

9. Time Limit for Making Claims

The Client will be deemed to have waived all claims against the Company which have not been made in writing within 1 year after the date of the final invoice rendered by the Company for the services provided. This provision applies subject to any law to the contrary.

10. Limitation of Liability

- 10.1 The Company's liability arising out of the supply of the Services (including any liability for negligence) and under these terms of business is limited to either:
- (a) supplying the Services again, or
 - (b) paying the cost of having the Services supplied again.
- No employee or agent of the Company will have separate or individual liability to the Client.
- 10.2 The maximum liability of the Company to the Client for any non-performance of the Services or any breach under this Agreement whether in contract or tort is limited to the amount recovered under the contract of insurance arranged pursuant to Clause 8.

11. Indemnity

- 11.1 The Client will indemnify and hold the Company harmless against all claims, damages, actions, loss, costs and demands by third parties in respect of the provision of the Services. The Client's liability to indemnify the Company shall be reduced proportionally to the extent that the act or omission of the Company or employees or agents of the Company may have contributed to the loss, damage, death or injury.
- 11.2 The Company shall indemnify the Client against:
- (a) loss of or damage to property of the Client caused by the Company; and
 - (b) claims by any person against the Client in respect of personal injury or death or loss of or damage to any property occurring during the performance of the Services and arising out of the negligent performance of the Services. The Company's liability to indemnify the Client shall be reduced proportionally to the extent that the act or omission of third parties or the Client or employees or agents of the Client may have contributed to the loss, damage, death or injury.

12. Quotes or Estimates

- 12.1 The Client acknowledges that any quotes or estimates provided by the Company are indicative only and do not constitute a binding representation, warranty or covenant in relation to the actual future costs of any works or Project.
- 12.2 The Client must not rely on a quote or estimate for the purposes of any work or Project and the Client agrees to release and hold harmless the Company from any claim relating to it or any other party's reliance on a quote or estimate.

13. Confidentiality

Both parties shall keep confidential any information regarding the Project and the other party's affairs unless disclosure is necessary to perform the Services or is agreed to by the other party except insofar as such information becomes public knowledge.

14. Warranties

- 14.1 In relation to this Agreement the Company gives no warranties, undertakings, inducements or representations whether express or implied in relation to the Services.
- 14.2 Where any statute avoids or prohibits provisions in a contract excluding or modifying the application of or exercise of, or liability under any term, condition or warranty, such term, condition or warranty shall be deemed to be included in the Agreement.

15. Assignment

- 15.1 Subject to the following clause, neither party may assign its interest in this Agreement without the prior written consent of the other.

- 15.2 The Company may subcontract the performance of any Services or the whole or any part of this Agreement. If the Company does so, the Company is not relieved of any responsibility to the Client.

16. Authorisation

Prior to commencement of the professional services, written authorisation is required from the Client.

17. Dispute Resolution

- 17.1 Without prejudice to a party's right to seek urgent interlocutory relief, any dispute arising out of interpretation of or a party's compliance with this Agreement will be referred by either party;
- (a) first, to a nominee of each party for mediation within 14 days of written notice identifying such dispute; and
 - (b) secondly, failing resolution of the dispute under paragraph (a), to a mediator to be appointed by the Institute of Arbitrators and Mediators Australia to mediate the dispute and whose decision shall be binding on both parties.
- 17.2 Both parties shall be entitled to legal advice and representation in respect of the mediation under clause 17.1(b) and both parties will share the cost of the mediation under clause 17.1(b).

18. Special Conditions relating to Field Work

Field work is carried out subject to the following conditions:

- (a) Access to the site will be available during normal working hours or as agreed prior to acceptance of the proposal.
- (b) Except where the Company is specifically engaged to locate underground services, underground service locations will be notified to us and no responsibility will be accepted for damage to such services other than that arising from negligence of the Company.
- (c) Drill cuttings will not be removed from the site but left near the hole or as directed. Drilling fluid will be redirected to drains where possible.
- (d) Test pits will be backfilled and wheel rolled by a backhoe or excavator. Excess spoil will be mounded on the surface.
- (e) Contaminated soil, sediment and groundwater samples recovered as a result of drilling, excavation and sampling will remain the property of the Client.

ACCEPTANCE OF FEE PROPOSAL

BW Ref: 2200874
Fee Proposal: Baw Baw Civic Precinct Stage 1 – Revised Scope and Staged Delivery – Revised Landscape Documentation Fees
Dated: 27 August 2025

INVOICE DETAILS *

Company Name: ABN: (if applicable)
Contact Name(s) *:
Postal Address*:
Town* State* Post Code*
Phone No's* (Mobile/Home) (Work)
Accounts Email Address*:

CLIENT DETAILS* * Same as Invoice Details ☐

Company Name: ABN: (if applicable)
Contact Name(s):
Postal Address:
Town: State: Post Code:
Phone No's: (Mobile/Home) (Work)
Email Address:

FEES : As set out in the Fee Proposal

ADDITIONAL CONDITIONS: Nil

COMPANY
Beveridge Williams & Co. Pty Ltd
ACN 006 197 235

By executing this document the parties agree to be bound by the Terms of Agreement for Professional Services annexed to this document and the Client accepts the Proposal and gives Authority to the Company to commence work.

Signed for and on behalf of Beveridge Williams:	Signed for and on behalf of the Client:
By:	By: who declares that they have authority to execute this document on behalf of the Client:
Date: 27 August 2025	Position:
	Date:

Access Consulting Services

Fee Proposal

Baw Baw Culture & Connection Precinct Stage 1 Library & Learning

Prepared for Croxon Ramsay Pty Ltd



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Andrew Croxon
Croxon Ramsay Pty Ltd
andrew.croxon@croxonramsay.com.au

21 / 08 / 2025

Dear Andrew,

RE: Baw Baw Culture & Connection Precinct Stage 1 Library & Learning - Access Consultancy Fee Proposal

Further to the documentation forwarded to our office and request for Access Consultancy Services, we are delighted to submit this fee proposal for the proposed Baw Baw Culture & Connection Precinct Stage 1 Library & Learning project.

Introduction

Architecture & Access (Aust) Pty Ltd, trading as Architecture & Access, has over 20 years of experience in consulting services. Our Access Consulting services advise on the wide range of needs of people with a disability within the built environment. Key benchmarks for our advice are the National Construction Code/Building Code of Australia (NCC/BCA); the Disability (Access to Premises - Buildings) Standards 2010 (DAPS) and relevant Australian Standards including AS 1428 Design for Access and Mobility series.

Architecture & Access promotes universal design within all of our projects. Our staff have a unique appreciation of the lived experience of disability, gender and cultural diversity. We are at the forefront of research and development in inclusive design through our collaborations with industry peak bodies and universities. In each project we bring together our vast knowledge of international and local standards and published research around inclusive design. We offer design recommendations to promote the inclusion of all.

Architecture & Access has the experience and resources to service projects ranging from small developments to large billion dollar developments. Our staff have professional qualifications in the access, health, OH&S, design and construction industries, allowing us to provide a diverse range of services including access consultancy, occupational health and safety consultancy, risk management consultancy services and architectural services. We aim to provide high quality professional services using our ISO9001 quality control procedures. Our skills, experience and expertise allow us to tailor all of our services to ensure that effective outcomes for our projects are achieved.

When you engage with Architecture & Access you can expect:

- a consultative approach
- up-to-date knowledge of relevant laws, regulations and codes
- specialist accessibility expertise
- an experienced, multi-disciplinary team
- a smooth and efficient process
- delivery of achievable, cost-sensitive solutions
- confidence in our advice and work

Architecture & Access is a 100% Australian, employee-owned business. Our team is composed of over 25 no. Access Consultants, across our Melbourne and Brisbane offices.

Management Systems

Quality Management

Architecture & Access have obtained certification with ISO 9001:2015, our system is regulated by internal auditors and reviewed annually by external auditors in accordance with the requirements of ISO 9001:2015, our certificates are available for review upon request.

Work Health and Safety

Architecture & Access Work Health and Safety management system is based on the Work Health & Safety Act 2011 and the Victorian Occupational Health and Safety Act 2004 (and amendments). Our staff have signed acknowledgement of all internal policies based on these two acts. A copy of our Work Health and Safety Management Policy is available for review if required.

Architecture & Access have achieved certification with ISO 45001:2018, our certificate is available for review upon request.

Environmental Management

Architecture & Access incorporate a sustainability plan within our offices which includes recycling; use of electronic media in lieu of printing, conservation of electricity and water use and the use of public transport and carpooling to reduce our carbon footprint. A copy of our Environmental Management Policy is available for review if required.

Project Overview

Architecture & Access understand the proposed project as follows:

The development of a new Community Hub & Library as part of the Baw Baw Civic Precinct Stage 1. The new library, community & learning hub will broadly comprise the following spaces:

Ground Floor

- Main Entrance
- Foyer and Concierge
- Returns and Sorting
- Children's Library
- Craft/Wet Area
- Lounge/Informal meeting spaces
- Quiet Rooms
- Community Workshop areas
- exhibition/Tourism Space
- Centre Admin Office
- Public Amenities, including Changing Places Room
- Cleaner's room and storage rooms
- Bicycle Parking area
- End of Trip facilities

First Floor

- Library Collection & Checkout areas
- Young Adult area
- Technology Hub
- Seating and Laptop Bar areas
- Collaborative Lounge
- Quiet Study/Zoom Rooms

- Staff Room & Office
- JP Office
- Recording studio for Podcasts
- Public Amenities
- Roof Terrace
- Cleaner's room and storage rooms

Second Floor

- Co - working
- Boardroom
- Seminar Rooms
- Breakout Spaces inc. kitchenette
- Kitchen
- Public Amenities
- Roof Terrace
- Cleaner's room and storage rooms
- Services Plant Area

The confirmed construction cost for the building will be \$23.6 million ex GST. This is based on the updated estimate provided by the QS to the Client.

Procurement:

The council intends to procure the building via a novated D&C contract. The council will engage to the consultant team to undertake Schematic Design, Town Planning and Design Development and then proceed to a D&C tender at 100% Design Development. The team will then be novated to the successful contractor to prepare the contract documentation and provide construction phase services.

Benchmarks

Legislative benchmarks applicable to this project are:

- Disability Discrimination Act 1992 (Cth.) (DDA)
- Disability (Access to Premises - Buildings) Standard 2010 (Cth.) (DAPS) (CO3)
- National Construction Code 2019 Volume One Amendment 1 - Building Code of Australia (NCC/BCA)
- AS1428.1:2009 (Incorporating Amendment 1 and 2) Design for access and mobility - General Requirements for Access - New Building Work
- Australian/New Zealand Standard AS/NZS 1428.4.1: 2009 - Design for access and mobility, Part 4.1: Means to assist the orientation of people with vision impairment - Tactile ground surface indicators (AS/NZS 1428.4.1)
- Australian/New Zealand Standard AS/NZS 2890.6 - 2009 Parking facilities, Part 6: Off-street parking for people with disabilities (AS 2890.6 2009)
- Australian Standard AS 1735.12: 1999 - Lifts, Escalators and moving walks, Part 12: Facilities for person with disabilities (AS 1735.12)

Advice may reference the additional following documentation:

- Changing Places design specifications 2020

Scope of Services

The Architecture & Access team utilise a simple 'step by step' methodology to assist you in understanding the process involved in our reviews.

Key Methodology

The consultancy process Architecture & Access follows involves:

- Confirmation of the project objectives and requirements.
- Liaison with key stakeholders.
- Consultation to ensure the timely delivery of the project scope within the set project milestones.
- Review of documentation or buildings by experienced access consultants with Accredited membership status with the Access Consultants Association (ACA).
- Identification of access issues, both mandatory legislative items and those that would enhance the experience of a person with disability in the built environment.
- Development of relevant recommendations and priorities for action to rectify access issues
- Quality assurance review and issuing of reports.

It is Architecture & Access' expectation that documentation will be issued as complete site/building packages at each stage of the documentation process to enable comprehensive reviews to be undertaken and reports issued efficiently.

To assist you, we offer the following services for your consideration:

Pre-Novation Services

Schematic Design

Architecture & Access will:

- Review the schematic design documentation to provide comment on the general arrangement, layout and spatial provisions within the building. This will include:
 - Parking and drop off zones - locations and allocation of spaces
 - External paths of travel - to the site boundary, accessible car parking sites and associated buildings
 - Landscape works additional to mandatory external paths of travel
 - Entrances
 - Doors
 - Internal paths of travel
 - Walkways and ramps
 - Stairs
 - Lifts
 - Sanitary facilities (Unisex accessible sanitary facilities, Ambulant and Gender/All gender cubicles)
 - Accessible adult change facilities/Changing Places
- Provide an itemised Access report detailing identified issues and recommendations. The report will include specific recommendations to ensure the design meets legislative benchmark requirements; enhances access for a person with disability in the built environment; and encompasses the philosophies and goals associated with universal design.
 - **One** review of the documentation is included in this fee.
- Mark-up and provide drawings identifying spatial elements where this assists in the understanding of the report
- Consult with the project team where necessary
 - **One** hours of written and verbal correspondence are included in this fee.
- Attend consultant meetings/working sessions on an as required basis.
 - **One** meeting via tele/video conference call is included in this fee.

Town Planning

No services are allowed for this item.

Design Development

Architecture & Access will:

- Review the design development documentation to provide comment specific to the access requirements for people with disabilities. This will include elements itemised in the Concept/Schematic Design and:
 - Glazing and visual indicators
 - Door controls
 - Hearing augmentation
 - Statutory access related signage
 - Switches, GPOs and lighting
 - Surface finishes
 - Customer interface/Reception areas
 - Kitchens; food and beverage areas
 - Joinery; furniture
- Provide an itemised Access report detailing identified issues and recommendations. The report will include specific recommendations to ensure the design meets legislative benchmark requirements; enhances access for a person with disability in the built environment; and encompasses the philosophies and goals associated with universal design.
 - **One** review of the documentation is included in this fee.
- Mark-up and provide drawings identifying spatial elements where this assists in the understanding of the report.
- Provide ongoing advice, identifying regulatory compliance of design including the identification of areas in which performance solutions could be adopted to achieve greater project efficiencies.
- Consult with the project team where necessary
 - **One** hour of written and verbal correspondence is included in this fee.
- Attend consultant meetings/working sessions on an as required basis.
 - **One** meeting via tele/video conference call is included in this fee.

Tender Services

No services are allowed for this item.

Green Star Buildings - Credit 34: Inclusive Design

Architecture & Access will work with the design team to attain the Credit Achievement points and where, desired, the Exceptional Performance point in the Design for Inclusion, People category. This Green Star Buildings credit recognises that sustainable buildings are to be designed and constructed for a diverse range of users. The exceptional performance point acknowledges that this is best achieved by including a diverse range of building users in the design process.

For Credit Achievement (2 points)

Architecture & Access will:

- Advise on relevant inclusive design considerations throughout the design process to ensure that your project is inclusive to a diverse range of users and can achieve these Green Star points.
- Collate evidence that the design and constructed building is inclusive through a range of building elements including but not limited to building entrances, signage and wayfinding, sanitary facilities, car parking, path of travel and surface finishes.
- Prepare an Access Advice that outlines the inclusive design features and provide documented evidence of how these have been achieved in design and/or construction. The evidence within the report will

include photos of constructed inclusive features, extracts from plans, schedules and/or reports to demonstrate inclusive design.

- A DRAFT Access Advice will be prepared at Design Development stage and then the final report will be issued at Contract Documentation.

For Exceptional Performance (1 point)

Should the project wish to apply for the Exceptional Performance point a variation will be raised for this further service.

Post-Novation Services

Contract Documentation for Building Permit

Architecture & Access will:

- Review the tender/contract documentation including relevant drawings, schedules and specifications specific to the access requirements for people with disabilities. This will encompass all of the elements identified in the Tender Documentation phase of this project.
- Provide ongoing advice to ensure design meets compliance with required benchmarks
- Provide an itemised Access report. The report will detail identified issues, provide recommendations and indicate items that have been resolved/closed from previous reports. Recommendations will ensure the design meets legislative benchmark requirements; enhances access for a person with disability in the built environment; and encompasses the philosophies and goals associated with universal design.
 - **Two** reviews of the documentation are included in this fee.
- Mark-up and provide drawings identifying spatial elements where this assists in the understanding of the report
- Consult with the project team where necessary
 - **Two** hours of written and verbal correspondence are included in this fee.
- Identify where Performance Solutions could be adopted to achieve greater project efficiencies
- Complete luminance contrast testing of samples and finishes supplied to our office
- Attend consultant meetings/working sessions on an as required basis.
 - **Two** meetings via tele/video conference call is included in this fee.

Design Acceptance

- On completion of the second tender/contract documentation review, a final letter of design acceptance will be prepared regarding compliance with the relevant benchmarks for the project e.g. *Disability (Access to Premises - Buildings) Standards 2010*, National Construction Code (NCC)/Building Code of Australia (BCA) and Australian Standards for access and mobility.

Construction

Advice

Architecture & Access has allowed for five (4) hours to:

- Respond to queries and provide access advice during the construction stage to ensure the design meets compliance with required benchmarks
- Review shop drawings and samples
- Mark-up and provide drawings to assist with the construction process
- Consult with the project team where necessary
- Identify where Performance Solutions could be adopted during the construction phase
- Complete luminance contrast testing of samples and finishes.

Any further service above the estimated allocated hours would be undertaken via a separate contract or through written confirmation of an agreed fee variation notice.

Construction Inspection

If requested, Architecture & Access can:

- Inspect building works and provide an itemized site inspection report outlining identified access items that have not been constructed in accordance with the proposed design or project benchmarks.
 - No site inspection has been included in this fee proposal
 - Inspections if required a variation will be submitted for approval.
- Provide a Statement of Construction Acceptance which outlines where the as-built structure meets the relevant benchmarks for the project e.g. Disability (Access to Premises - Buildings) Standards 2010, National Construction Code (NCC)/Building Code of Australia (BCA) and Australian Standards for access and mobility.

Fee Proposal

All amounts exclude GST

Deliverables	Amount
Pre-Novation Services	
Schematic Design	\$3,500.00
Design Development	\$5,500.00
Green Star Buildings - Credit 34: Inclusive Design	\$2,500.00
Post-Novation Services	
Contract Documentation	\$7,000.00
Contract Administration/Construction Advice	\$1,000.00
Total	\$19,500.00

Schedule of Hourly Rates

All amounts exclude GST

Director	\$350.00
Access Consultant - Accredited Member ACA	\$275.00
Access Consultant	\$250.00
Administrative Assistants	\$70.00

Fee and Contract Terms

- This fee is based upon the project brief provided to Architecture & Access. Should the scope of works or project timelines vary or change, Architecture & Access reserve the right to renegotiate our fee.
- This fee proposal is valid for a period of 60 days only from the date of issue.
- Architecture & Access confirm their willingness to accept the terms of the contract as provided.
- Architecture & Access confirm there is no matter, circumstance, interest or activity which is a conflict of interest or a perceived conflict of interest which may affect this proposal. Architecture & Access are willing to complete a Declaration of Conflict of Interest if requested.
- No additional, optional services (design and/or service) have been included within this proposal, unless specifically noted as a line item. Where one or more of these services are required, an additional fee proposal or variation to the contract will be developed and issued.
- Please note that an interest charge will be made on accounts overdue by more than 30 days. The interest rate is prescribed by the Penalty Interest Act 1983.
- Copyright. The contents of this document, including any part thereof, may not be reproduced in any manner whatsoever, without the explicit, prior and written approval of Architecture & Access.
- Note also that this proposal (in full) has been issued as and remains "Commercial in Confidence".

Optional Services

Performance Solution Process

The National Construction Code (NCC/BCA) is a performance based code which details mandatory performance requirements applicable to each building classification. Code compliance as per NCC/BCA 2019 Part A2 requires Performance Requirements to be satisfied by one of the following:

- (1) A Performance Solution;
- (2) A Deemed-to-Satisfy Solution;
- (3) A combination of (1) and (2).

A Performance Solution is achieved by demonstrating:

- a) compliance with all relevant Performance Requirements; or
- b) the solution is at least equivalent to the Deemed-to-Satisfy Provisions.

A performance solution approach requires the stakeholders in the Performance Solution process to complete the following steps:

- a) *Prepare a Performance Based Design Brief (PBDB) in consultation with relevant stakeholders*
 - b) *Carry out Analysis, using one of more of the Assessment Methods listed in the PBDB*
 - c) *Evaluate results from the analysis against the acceptance criteria in the PBDB*
 - d) *Prepare a Performance Solution Report that includes*
 - *All Performance Requirements and/or Deemed-to-Satisfy provisions*
 - *Identification of all Assessment methods used*
 - *Details of steps (a) to (c)*
 - *Confirmation that the Performance Requirements have been met; and*
 - *Details of conditions or limitations, if any exist, regarding the Performance Solution.*
- Reference: NCC/BCA 2019 (Amdt 1) Part A2.2(4)*

Where a Performance Solution related to Accessibility is proposed, Architecture & Access have the knowledge and experience to complete this process. Services provided by Architecture & Access in a Performance Solution process involve:

- Review of documentation provided.
- Liaison with the Stakeholders (e.g. Project Manager, Building Surveyor, Architect and client).
- Preparation of a Performance Based Design Brief in consultation with the Stakeholders.
- Obtain approval of the Performance Based Design Brief from the Stakeholders.
- Complete a Performance Solution analysis.
 - Review applicable Evidence
 - Analysis against the relevant Deemed-to-Satisfy requirements of NCC/BCA, as applicable to people with a disability.
 - Analysis against the relevant Performance Requirements of the NCC/BCA, as applicable to people with a disability.
 - Evaluation of findings.
- Preparation of a Performance Solution Report. The report will include:
 - Details of the Performance Solution Stakeholders
 - Applicable Performance Requirements
 - Applicable Deemed-To-Satisfy Provisions
 - Assessment methods used
 - Details of evidence
 - The Performance Solution
 - Assessment of the Performance Solution
 - Confirmation that the NCC/BCA Performance requirements have been met
 - Details of any conditions relevant to the Performance Solution

Performance Solution Assessments are prepared and provided at a fee of between \$2,000-\$2,500 based on the complexity of the item. Cost variation may occur for assessments of elements in multiple locations and/or for multiple sub-elements; or for multiple Performance Solution reports within the same project. Architecture & Access can provide specific costings once the Performance Solution is identified.

Should the Performance Based Design Brief be developed and submitted for approval and the ongoing process not be agreed to by the stakeholders then a charge of \$1000 + GST per PBDB will still be applicable.

Note: If follow up required to obtain stakeholder sign off, then additional fees will be charged at an hourly rate of \$250/hr + GST with a minimum charge of \$250 + GST.

Design for Neurodiversity

The built environment plays a crucial role as either a facilitator or a barrier to participation, health and well-being. It significantly impacts an individual's ability to live independently and engage meaningfully in daily life.

For neurodivergent individuals such as those with Autism Spectrum Disorder (ASD), Attention Deficit Hyperactive Disorder (ADHD), dementia, intellectual disabilities, or Post-Traumatic Stress Disorder (PTSD), sensory processing differences are common. These differences can manifest as hypersensitivity (an intense response to sensory stimuli) or hyposensitivity (a muted response to sensory stimuli).

Architecture & Access can provide advice regarding the design of specific retreat spaces or sensory rooms, where people with Neurodiversity can use the environment and/or tools to self-regulate. By reference to research, our advice will focus on the size and finishes on the wall and floor surfaces, fixtures and fittings, wayfinding and signage, environmental systems and management of the room.

Design for Neurodiversity extends beyond specific spaces for retreat, all environmental design should be sensitive to the needs of those who are neurodivergent. Architecture & Access will apply our knowledge, developed from extensive research; our qualifications in access consulting, health and design; and lived experience in this area of practice. We will propose recommendations to enhance the design, by increasing legibility of spaces and reducing stimuli that can be disabling to neurodivergent individuals.

Please contact Architecture & Access to establish a specific fee proposal for this service.

Expertise

Architecture & Access Staff

Architecture & Access incorporate a dynamic team of over 30 staff members. Qualifications and registrations which are held across the team include:

- Architecture, Interior Architecture, Landscape Architecture
- Access Consulting
- Occupational Therapy
- Occupational Health & Safety
- SDA Assessment
- Livable Housing Assessment
- Changing Places Assessment
- Engineering (Civil and Electrical)
- Project Management
- Business and Finance
- Leadership and Management
- Training and Assessment

In addition, staff hold memberships with the following associations:

- Fellow / Accredited / Associate Membership - Access Consultants Association (ACA)
- Architects Registration Board (Victoria, NSW, Queensland)
- A+ Australian Institute of Architects
- Australian Health Practitioner Regulation Agency - Occupational Therapy
- Australian Health Design Council
- Australian Institute of Health and Safety
- Australian Institute of Project Management
- Australian Institute of Company Directors
- Design Institute of Australia

Proposed Project Team

- Senior Access Consultant - Chris Porter
- Access Consultant - Veronica Hernandez

Please refer to attached Curriculum Vitae for staff nominated at the time of this fee proposal. Staff to complete the work required will be allocated once the project commences, depending on availability. These staff will have equivalent experience and qualifications to those staff nominated in this proposal.

Project Experience

The Architecture & Access team have successfully undertaken consultancy services on similar projects throughout Australia. We offer the following:

- Trusted and dependable professionals who are leaders in the access industry
- Staff who are up to date and aware of government, industry and legislative requirements
- Specialised consultancy services to the built environment.

The following list is an example of some of these projects:

- Hepburn Shire Council – Trentham Community Hub
- Moonee Valley City Council – Flemington Community Hub
- Macedon Ranges Shire Council – Gisborne Library
- Baw Baw Shire Council – Palmerston St Warragul"
- Baw Baw Shire Council-West Gippsland Arts Centre



Chris Porter

Director, Principal Architect & Access Consultant

Chris is a Director at Architecture & Access and has been providing services to the construction industry for over 40 years, with 25 of those as an Access Consultant. He is an accredited access consultant, registered architect, and has been awarded an Access Consultants Association (ACA) Fellowship Membership.

Chris's leadership and vision are characterised by a steadfast commitment to improving accessibility within the built environment, ensuring that spaces are designed and constructed to accommodate people of all abilities. His approach emphasises collaboration with stakeholders to create environments that not only comply with regulatory standards but also enhance the overall user experience.

Chris is deeply passionate about mentoring the next generation of access consultants, sharing his knowledge and expertise to inspire others in the pursuit of creating more inclusive spaces.

Qualifications

- Bachelor of Architecture
- Certificate IV in Access Consulting

Professional Affiliations

- Registered Architect (VIC & QLD)
- Associate, Australian Institute of Architects (RAIA)
- Fellow, Access Consultants Australia (ACA)

Project Experience

Local Government

- Balwyn Library Redevelopment
- Kalkallo North Community Centre

Sport & Recreation

- Werribee Sports and Fitness Centre
- Melbourne Park Eastern Precinct

Hospitality & Tourism

- Lanson Place East Melbourne
- RACV Torquay

Defence

- HMAS Cerberus
- HMAS Watson

Justice

- Hopkins Correctional Centre
- Ravenhall Correctional Centre

Health

- Victorian Comprehensive Cancer Centre
- New Bendigo Hospital

Aged Care

- TLC Aged Care - various locations
- Sacred Heart Mission St Kilda

Education

- Haileybury College City Campus
- Camberwell Grammar School

Tertiary Education

- LaTrobe University - various buildings
- University of Melbourne - various buildings



Veronica Hernandez

Access Consultant

Veronica is a highly skilled access consultant and qualified civil engineer with a passion for creating inclusive environments. With a background in environmental engineering and extensive experience in consultancy and construction, Veronica excels in enhancing accessibility in both internal and external environments.

Her exceptional verbal and written communication skills enable her to produce detailed reports and analyses of technical documents, ensuring comprehensive accessibility solutions. Veronica collaborates effectively with clients, subcontractors, and colleagues, sharing her expertise and valuing diverse perspectives to achieve optimal results for everyone.

Qualifications

- Bachelor of Civil Engineering (Hons)
- Diploma of Project Management
- Masters in Environmental Engineering (thesis pending)

Professional Affiliations

- ACA (Access Consultants Association)

Project Experience

Education

- Monash University Childcare
- RMIT - PSG0653 - B12 & B14 BYOD Super Labs
- Luther College Centre of Design & Innovation
- Melbourne Grammar School - Centre for Humanity
- VSBA - Merriang Stage 2
- Ballarat Grammar - additional classrooms & amenities and Rintel Centre

Residential

- 2-6 Ballarat St & 14-18 Ovens St, Brunswick
- 211 Sydney Rd, Brunswick

Commercial

- 2 La Trobe Street Precinct - 469 & 485 Buildings

Health

- Thomas Embling Hospital
- Wonthaggi Hospital Expansion
- Eastern Health - Box Hill Adolescent Acute Immediate Care Area
- Western Health - Sunshine Hospital Immediate Care Area Aged Acute

Entertainment

- Werribee Open Range Zoo

Sport & Recreation

- North Bellarine Aquatic Centre

Local Government

- SES Wonthaggi
- Hume City Council - Boardman Reserve Athletics Track
- City of Melbourne - Access Audits Community Sites
- Baw Baw Shire Council - Civic Precinct Stage 1.
- City of Melbourne Town Halls Accessible Site Maps and Quiet Rooms

Transport

- Department of Transport & Infrastructure Luminance Contrast Guidance document
- Western Program Alliance Level Crossing Removal - Diggers Rest
- Melbourne Metro - Tunnels & Stations
- Suburban Rail Loop (SRLA) - Package A, East & Early Works

Hospitality & Tourism

- Spirit of Tasmania - Tactile Ground Surface Indicators Review
- Melbourne Zoo - Behind the Scenes Kangaroo Encounter

Insurances

Type	Insurer	Policy	Limit	Expiry Date
Professional Indemnity	Allianz - Primary Cover Dual - Excess Insurance	132A010422PLP AU00077081-000	\$10,000,000 \$10,000,000	05/09/2025 05/09/2025
Public Liability	Vero Enterprise	SPX016503272	\$20,000,000	05/09/2025
Workcover VIC	Gallagher Basset Services	13823711		30/06/2026

Thank you for considering Architecture & Access. If you would like to proceed with our proposal, please sign the 'Acceptance of Fee Proposal' form below, acknowledging the appointment of Architecture & Access for the outlined services and confirming your agreement to the aforementioned terms.

Should you have any questions on the above, please call to discuss. We look forward to the opportunity to work with you.

Kind regards,



Veronica Hernandez
Access Consultant

Acceptance of Fee Proposal

Architecture & Access (Aust) Pty Ltd (ABN 45 159 663 582)

Project Name: Baw Baw Culture & Connection Precinct Stage 1 Library & Learning
Date: 21 / 08 / 2025

Fee Amount (excl. GST): \$19,500.00

PLEASE FILL IN BILLING DETAILS. INCORRECT INFORMATION MAY RESULT IN ISSUES WITH INVOICING

Please address invoices to:

Billing Company Name

Billing Contact Name

ABN / ACN

Purchase Order No (if applicable)

Billing Address

Billing Email

Phone

Completed by:

Name

Date

Company Name

Company Address

☐ We hereby accept the terms and conditions of your proposal.



GREGG MITCHELL

15a Ayrbank Ave
Stonyfell SA 5066
Ph 0419 864 947
gregg@greggmitchell.com.au
ABN 79 435 453 069

REVISED BAW BAW LIBRARY AND LEARNING SIGNAGE PACKAGE

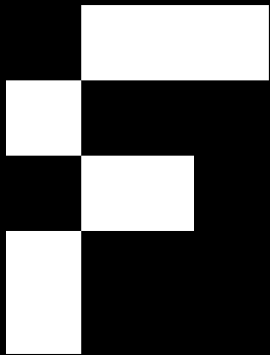
August 2025

BAW BAW Library and Learning revised design signage tender package to include new tender documentation detailing the scope of signage for the revised building layout. The signage design, materiality, colours, fonts etc will be based on the previous documentation hence there is no design or design development fee.

PROJECT SCOPE & FEES

SCOPE	DETAILS	FEES
Phase 1 Tender Documentation	Preparation of tender documentation including indicative structural drawings	\$8000
Phase 2 Building and Planning Permit	Liaise with access consult to ensure design complies with BCA code, Australian Standards, and the building requirements.	\$1200
Phase 3 Construction Documentation	Preparation of production ready artwork files for successful signage manufacture	\$6000
Phase 4 Construction Services	Liaise with signage manufacturer to ensure outcome is true to design intent	\$1200
Total	ex gst	\$16,400

Exclusions - Site visits @ \$1200 each inc airfare and travel time. Purchase of specialist fonts, commissioning of photography or illustration. Hourly rate for design services is \$150+gst



FIRE ENGINEERING SUBMISSION

Baw Baw Culture and Connection Precinct

59 Albert Street, Cnr Civic Place, Warragul

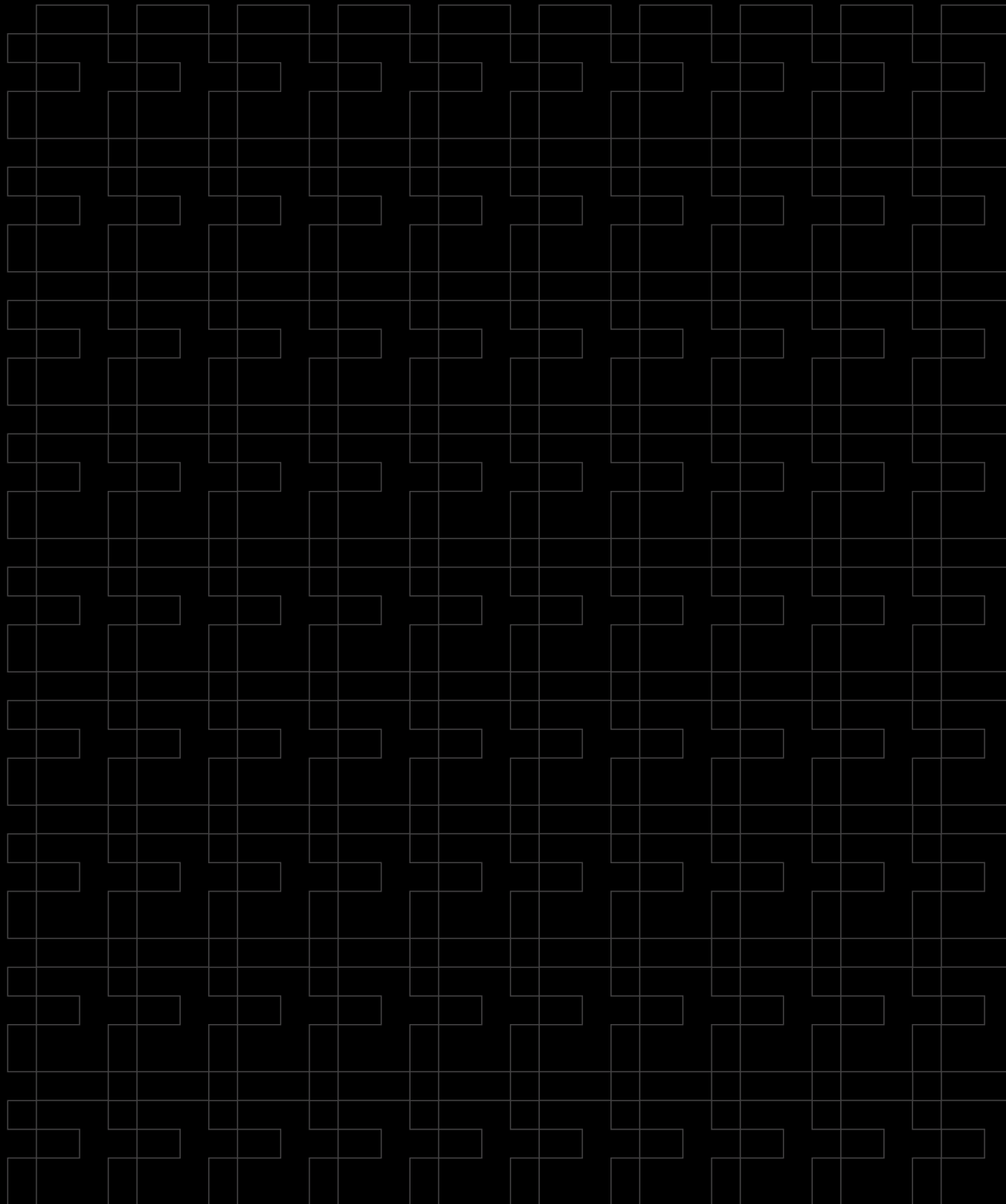
Baw Baw Shire Council C/- Croxon Ramsay, Attention: Andrew Croxon

S5421 – FES0.0

27/08/25

FocusedFire

FOCUSEDFIRE.COM.AU



1 SUBMISSION SUMMARY

Dear Andrew,

Thank you for the opportunity to provide this fire engineering submission.

We have strong project capability in Community and Culture building classes. This extends to childcare and working in bushfire prone areas.

We're currently working on a few very similar projects with leading architects and large design teams whereby proactive stakeholder collaboration is key. We believe this is one of our strengths.

We have extensive experience with similar buildings; refer to Section 5 of this submission. It is also worth visiting our website for the broader project experience we bring to the table <http://focusedfire.com.au>.

Focused understands that every project is unique. We approach each project differently and explore all opportunities to identify the best solution to meet our client's and project's needs.

Should you have any queries regarding our submission, don't hesitate to get in touch.

Yours sincerely



Alan Caulfield

Director

03 8589 3915

0406 632 902

alan@focusedfire.com.au

Fees

We have prepared this fee on the basis of delivering a high level of client service.

PROJECT PHASE	DELIVERABLE	FEE (EXCL. GST)
Schematic Design Phase	Fire Safety Strategy (FSS) Application A2.2(4)(a) / A2G2(4)(a) Performance-Based Design Brief	\$9,800
Design Development Phase	Fire Engineering Report	\$15,600
Construction Phase	RFIs, Site Visit	\$HR
Project Completion Phase	Final Site Visit, Final Site Report	\$6,500
		Total: \$31,900 ex GST

Documents received:

We have reviewed the following documents in preparing this submission:

- Request for Fire Engineering Services, from Andrew Croxon; dated 19/08/25
- Drawings prepared by Croxon Ramsay; dated 14/08/25

2 SCOPE OF SERVICES

Understanding Your Project

The Baw Baw Culture and Connection Precinct will include a library and learning building will be a certified 5 Star Green Star structure. The primary structure is to be concrete construction materials. There are two exit stairs serving the building. In addition, there is a central void at level 1 and level 2. The building will have a rise in storey of three (3) and is deemed to be a Class 9b assembly building.

The building is being designed according to NCC 2022 standards

Key Deliverables

Focused Fire Engineering will provide the following deliverables as part of this project:

- Fire Safety Strategy (FSS)
- Application A2.2(4)(a) / A2G2(4)(a) to Fire Rescue Victoria (FRV)
- Performance-Based Design Brief
- Fire Engineering Report
- Site Report
- Final Site Report

Approach

Focused Fire Engineering will undertake the following approach within the nominated phases to complete this project.

Consultation with Fire Rescue Victoria (FRV)

We have a strong working relationship with FRV and consult with them on a weekly basis. This assists with understanding review times and their expectations around risk and special hazards from a fire fighter operational perspective.

We will prepare an Application A2.2(4)(a) / A2G2(4)(a) form for lodgement to FRV, and liaise throughout all phases as required.

Refer to Section 4 of this submission for FRV timeframes.

Schematic Design Phase

Early engagement allows us in making the best decisions at the right time and before the design is frozen. These decisions may be based on cost savings, architectural freedom, or user flexibility.

Key activities within this phase as follows:

- Review of the overall project scheme
- Prepare a fire safety strategy (FSS)
- Identify key fire safety issues
- Explore alternative design options
- Liaison with the Fire Rescue Victoria (FRV)
- Application A2.2(4)(a) / A2G2(4)(a) to Fire rescue Victoria (FRV) submission
- Preparation of a Performance-Based Design Brief (PBDB)

Design Development

We undertake our design documentation and continue to collaborate with the stakeholder team. This ensures a well-coordinated fire engineering to ensure accurate pricing at tender phase.

Key activities within this phase as follows:

- Workshop and communicate with the stakeholder team
- Preparation of a Fire Engineering Report (FER)
- Coordinate with the stakeholder team

Construction

- Response to queries and RFIs during this phase shall be undertaken in accordance with an agreed scope and hourly rates; refer to Section 3 for hourly rates.



Project Completion

- Attend a single (1) final site visit to undertake a visual inspection to confirm the fire engineering requirements have been implemented
- Preparation of defect and rectification works list, where necessary
- Review of contractor’s statement of compliances, where required, to confirm services have been installed in accordance with our fire engineering requirements
- Preparation of a final site report, indicating all Performance Solution recommendations in our FER have been adopted and implemented.

Performance Solution

The building solution shall be developed with consideration of a BCA non-conformances identified within the BCA compliance report once available.

The building solution shall be developed based on a holistic review including but not limited to the following:

- Fire compartmentation and fire spread
- Egress provisions
- Fire services and equipment

To allow for the best design, we have allowed to address unlimited design items (departures) up until the first issue of the Performance-Based Design Brief (PBDB0.0). After this point, assessment of additional design items will be treated as a variation. This allows us to explore design concepts with an unbiased view to achieve the best project outcome. We have allowed to actively work with the design team to explore alternative design options and effectively communicate any design implications with the stakeholder team.

Optional Bushfire Review

Focused Fire have been requested to include an additional optional scope of work to address possible Performance Solutions relating to departures under constructing in a bushfire prone area. The current scheme includes a children’s library portion.

At this point in time we are not expecting the building will need to meet the prescribed items under Specification 43. If required, adopting performance solutions to address the requirements for internal tenability and emergency power supply bring logical cost savings to a project like this. The requirements under Specification 43 from the BCA will need to be achieved if the regulatory advice determines there are any departures. If this was required, the fee associated could be in the order of the following:

PROJECT PHASE	DELIVERABLE	FEE (EXCL. GST)
All Phases	Rationalising Specification 43	\$20,000 - \$35,000
		Total: \$TBC ex GST

Meetings/ Workshops/ Site Visits

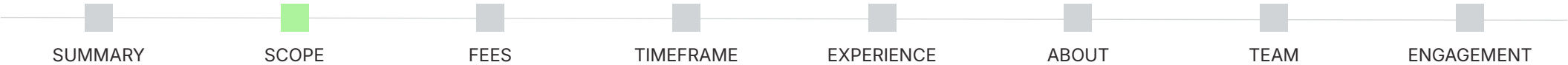
We are always happy to schedule a meeting when required as we understand this is often the best way to workshop through a design issue. In addition, we take a proactive approach with emails and phone calls and find this coordinates well with the design team.

We have assumed the following meeting and site visit allowance within each project phase. Please advise should the below not meet the project and/or client requirements and we can revise.

PROJECT PHASE	MEETINGS/WORKSHOPS	SITE VISITS
Concept Phase	4	-
Design Development	2	-
Construction	-	-
Projection Completion	-	1
Total	6	1

Additional notes:

- *We will meet with the Fire Rescue Victoria (FRV) as necessary; no exclusions
- **Additional meetings/ workshops/ site visits to be confirmed in advance.



Clarifications

Focused Fire Engineering have assumed that we are not required to allow for the following items:

- Fire Safety Verification Method
- Assessment of combustible materials, including attachments and vegetation/vertical gardens, within the external wall system
- Reviewing product/material specifications to determine compliance with the Deemed-to-Satisfy provisions of the NCC
- Reviewing design and/or construction drawings to determine compliance with the Deemed-to-Satisfy provisions of the NCC and/or the fire engineering report requirements
- Preparation of mark-ups showing Deemed-to-Satisfy fire ratings
- Auditing of existing building fire safety systems to determine compliance or otherwise
- All linings/materials are assumed to be DtS. Assessment of non-compliant linings/materials will be treated as a variation
- All meetings assumed to be in the greater Melbourne area or occur virtually via a suitable online platform, i.e., Microsoft Teams, Zoom, etc.
- Fire/smoke modelling (FDS, CFAST, B-RISK, etc.)
- Fire/smoke modelling (FDS, etc.) for electric vehicles (EV) & EV charging points
- Evacuation modelling (pathfinder, etc.)
- Assessment of additional design items (departures from the DtS) other than listed within our scope above shall be treated as a variation
- Changes to the building design post issue of the Fire Safety Strategy, Performance-Based Design Brief or Fire Engineering Report may be subject to a variation
- Fire Brigade application fees
- Preparation of Regulation 129 documentation (pre-application and final application)
- Regulation 126 Certificate of Compliance
- Updates including associated costs to the prepared documentation following any third-party peer review

- Assessment of mass timber construction
- Review of persons with disabilities within the building
- Liaison (including meeting) with the relevant council and/or Building Appeals Board (BAB)
- The design is considered fluid up until the first issue of the Performance-Based Design Brief (PBDB0.0). After this point, assessment of additional design items will be treated as a variation
- We have allowed for lodgement of one (1) PBDB to the FRV. Design changes requiring a re-submission of the PBDB to the FRV will be treated as a variation
- It is noted that acceptance of the Performance Solution is performed by third parties. Focused Fire Engineering will attempt to justify the items noted above (as appropriate) however if it appears at any stage that we will not get a successful outcome, we will advise you and seek direction
- Any subsequent updates/revisions to Fire Engineering Report post Regulation 129 approval will be treated as a variation. We note this may require re-submission of the Regulation 129 application at the client's own risk. Whilst Focused Fire Engineering would provide justification for the relevant Performance Solutions, we cannot guarantee acceptance/approval from the FRV
- RFIs concerning clarifications relating to the information within our PBDB and FER will be answered without incurring a fee
- Construction phase works including site visits
- Any site reviews consist of a non-invasive visual review and does not constitute determining compliance of all aspects of the Building Code of Australia. Determination of compliance is the responsibility of the Relevant Building Surveyor.
- Site visits for DtS fire safety provisions
- Staged construction works, including; preparation of additional final site reports, review of FRV staged handover documents, additional Fire Engineering support
- We do not provide sign-off to any prescribed or non-prescribed FRV items noted in the Regulation 129 Report and Consent
- Attending commissioning of the fire safety systems
- Additional site visits may be required if upon our Final Site Review, the site is not in a near complete state and a significant quantity of identified defects remain to be closed out. This is subject to our discretion.

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3 FEES

Standard Fees

PROJECT PHASE	DELIVERABLE	FEE (EXCL. GST)
Schematic Design Phase	Fire Safety Strategy (FSS) Application A2.2(4)(a) / A2G2(4)(a)	\$9,800
	Performance-Based Design Brief	
Design Development Phase	Fire Engineering Report	\$15,600
Construction Phase	RFIs, Site Visit	\$HR
Project Completion Phase	Final Site Visit, Final Site Report	\$6,500
Total: \$31,900 ex GST		

Hourly rates

Variations to the scope of services and deliverables will be negotiated as a fixed price or be charged at hourly rates. The following rates (exclusive of GST) are applicable for this project:

- Director: \$320 per hour
- Project Leader / Senior Engineer: \$270 per hour
- Project Engineer: \$230 per hour
- Administration: \$100 per hour

Variations

Variations that may arise from this project include, but are not limited to the following:

PROJECT PHASE	DELIVERABLE	FEE (EXCL. GST)
Design	Fire brigade consultation	\$168.10/hour*
All	Additional meetings/ Workshops	To be confirmed in advance
FRV Applications	Reg 129 Pre-App Reg 129 Application	To be confirmed in advance
Construction [delete as required]	Additional RFIs, Additional Site Visits† Additional Meetings	Hourly rates / To be confirmed in advance

**FRV fees are based on fee units of \$16.81 per unit, charged at 10 fee units for the first hour and 2.5 fee units for each subsequent quarter hour or part thereafter*

†Site visits are charged on an hourly rate and will be charged with a minimum call out duration of 3 hours.

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4 TIMEFRAME

Program

We confirm we have the resources available to commence work on this project immediately.

The following outlines the timeframe and approval process associated with the required fire engineering documentation.

Focused Fire Prepared Documentation

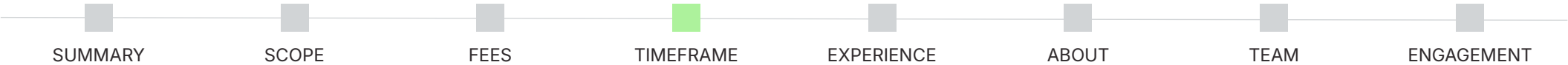
DELIVERABLE	DURATION
Fire Safety Strategy	2 weeks
Application A2.2(4)(a) / A2G2(4)(a)	1 week
Performance-Based Design Brief	4 weeks
Fire Engineering Report	5 weeks
Respond to RFIs	3-5 days

FRV Review Times – All Projects

DELIVERABLE	DURATION
Application A2.2(4)(a) / A2G2(4)(a)	1-2 weeks

FRV Review Times – Projects Involving Regulation 129 Dispensations

DELIVERABLE	DURATION
Application for Pre-129 Letter of Advice incorporating Fire Safety PBDB Review (to be prepared by others)	12-14 weeks
Fire Engineering Report reviewed as part of the Reg 129 application (to be prepared by others)	6 weeks

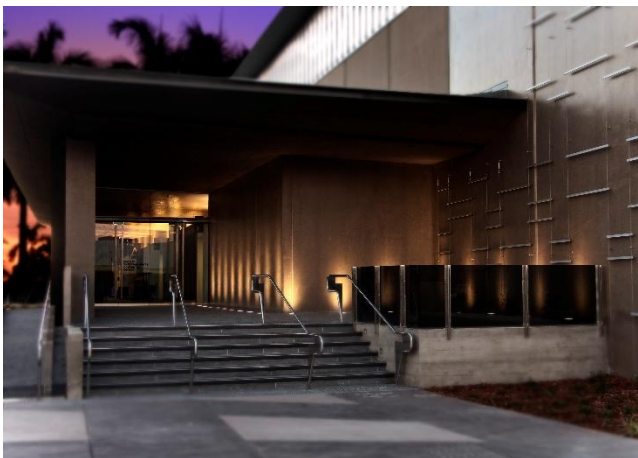


5 OUR RELEVANT EXPERIENCE



Brighton Street Early Learning | Richmond, VIC

Located in the heart of Richmond, 64-68 Brighton Street is a purpose-built, two-storey early learning and childcare centre. Designed to inspire discovery and play, the facility features bespoke indoor and outdoor spaces that foster an open and engaging environment for children. Focused Fire developed a tailored fire engineering design, addressing the unique requirements of childcare facilities while aligning with the owner's specific needs. This thoughtful approach ensures both safety and functionality, supporting the centre's mission to create a nurturing space for young learners.



Mackay Entertainment & Convention Centre | Mackay, QLD

The Mackay Entertainment & Convention Centre (MECC) combines two distinct structures, a 1980s theatre and 2008 Convention Centre, each with different construction types, approval histories and fire safety challenges. Focused Fire team members were engaged to navigate these complexities and deliver a consolidated Fire strategy addressing both legacy conditions and current building code aspects to achieve best for project outcomes.

Focused Fire team members worked closely with MECC operators to integrate fire safety systems around real-world event conditions such as theatrical smoke, staged evacuations and live performances.

The Performance Solutions provided were tailored to the building's split construction and dual-function layout. The result is a tailored fire safety approach that delivers a compliant, resilient venue ready to serve the Mackay community well into the future.

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5 Our Relevant Experience



Dandenong Children's Court | 153 – Foster Street, Dandenong, VIC

The building is a 5-storey public assembly and office space with two basement levels for car parking. The top two levels serve as separate office spaces with independent access, while the first three levels are occupied by Court Services Victoria.

Situated in the heart of Dandenong, Children's Courts of Victoria was designed with safety in mind, featuring high-end public waiting areas, courtrooms, offices, secured child waiting zones, and holding rooms with established risk and security zoning.

Focused Fire Engineering facilitated a performance-based design approach, addressing fire brigade concerns regarding rooftop solar panels and firefighting intervention. We resolved security and egress requirements for the basement's end-of-trip facilities and developed a sensitive full-building evacuation strategy tailored to the unique needs of the occupants.



Melbourne Holocaust Museum | Elsternwick, VIC

This five-storey museum beautifully integrates heritage and contemporary design, preserving the original two-storey heritage building while adding a basement and two additional levels. Featuring an open stairway connecting the Basement to Level 3 and timber-lined walls, the space balances warmth and modernity. Focused Fire delivered the fire safety design, using extensive fire and evacuation modelling to achieve the architectural vision of openness and natural light.

A striking three-storey lightwell illuminates the symbolic memorial, enhancing the reflective atmosphere. The museum houses an extensive collection of materials related to the Holocaust, donated by survivors and family members.

Recognised for its design excellence, the museum has won multiple prestigious awards across architectural and heritage categories.

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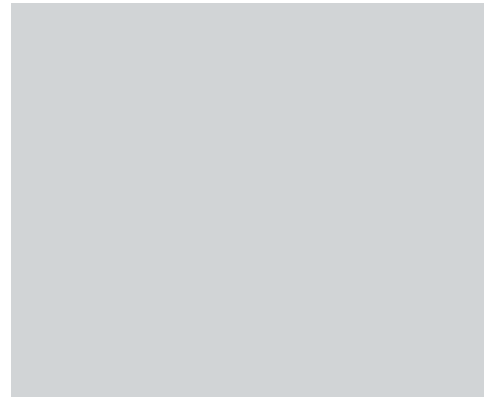
6 ABOUT US

Focused Fire are leaders in performance-based fire engineering, delivering advanced fire safety solutions for new developments and existing buildings across Australia.

Whatever the scale or complexity, we're your partner in fire safety, crafting integrated strategies that maintain architectural integrity and functionality.

Your space lends function, inspiration, and convenience to those who engage with it, and we fuse our craft with your purpose to create spaces that are distinctively yours.

Through tailored designs, audits, and testing, we ensure that life, property, and the environment are safeguarded without compromise.



Our Difference

As your trusted partner throughout the entire project, we're committed to making the process as straightforward as possible.

Your unique objectives guide us, and we ensure they're met by asking the right questions from the start. Every building has its own intricacies, and our experience with both new and existing buildings adds valuable insights. From efficient commissioning to ongoing maintenance, our practical fire safety solutions offer economical outcomes built to last.

With a collaborative approach, we're always available to answer questions and provide flexible, creative solutions - delivering results that enhance your design and stand the test of time.

Our Approach

The Focused approach in 5 simple steps

1. Understanding Your Project
2. Early Insight & Planning
3. Tailored Solution Development
4. Transparent, Collaborative Communication
5. Comprehensive Design Delivery

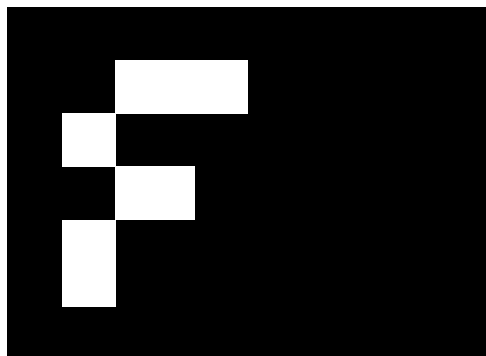


Carbon Neutrality

We recognise the critical role of sustainability in every aspect of our work and are committed to minimising our impact on the planet. As a 100% carbon-neutral company certified by the Carbon Reduction Institute (CRI), we operate responsibly, with a focus on reducing environmental impact across all our operations.

The construction sector contributes to 38% of global CO2 emissions, and we're dedicated to advancing decarbonisation. To offset our emissions, we invest in the India Wind Energy Project, which not only cuts greenhouse gases but also supports local job creation and health improvements through cleaner air.

Learn more [here](#).



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7 YOUR PROJECT TEAM

Alan Caulfield | Project Director



The Project Director will provide pragmatic oversight of the project. In maintaining this broad perspective, they will make sure goals are achieved within agreed timeframes, to the highest degree of accuracy and with full integrity.

- Master of Science (Fire Safety Engineering) University of Ulster
- Registered Professional Engineer, Victoria (Fire Safety)
- Member of Engineers Australia (MIEAust)

Pav Sivakumar | Project Leader



An expert in their field, you can trust in the Project Leader's technical ability and the quality of advice imparted. Their collaborative approach is complemented by strong communication and project management skills, guaranteeing a smooth project delivery from inception to completion.

- Master of Fire Safety Engineering, University of Western Sydney
- Bachelor of Engineering (Chemical), UNSW
- Registered Professional Engineer, Victoria (Fire Safety)

Tyler Zaia | Project Engineer



The Project Engineer will be your day-to-day contact, ensuring maximum efficiency throughout the project. Highly skilled in both technical ability and engineering analysis, they will play a key role in the development of solutions that are not only practical, but also robust and cost-effective.

- Bachelor of Engineering (Hons), Auckland University of Technology
- Master of Fire Engineering Studies, University of Canterbury

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8 TERMS OF ENGAGEMENT

Terms of Engagement

This offer is made to Baw Baw Shire Council C/- Croxon Ramsay, whom we understand will be our client for the project.

This proposal is based on terms generally in accordance with Australian Standard AS 4122-2010 'General Conditions for Engagement of Consultants'. Unless specifically agreed otherwise these terms form part of this proposal.

Invoices will be issued on a monthly basis based on the percentage of works undertaken within that month. Our invoice terms are strictly payment within 14 days from the date of invoice.

This submission remains valid for 30 days.

Insurances

Focused Fire Engineering Pty Ltd carry Professional Indemnity insurance. Details of extent of cover and currency are available on request.

This offer is made on the basis that the maximum total aggregate liability (including that of any officer, employee, representative or agent) is capped at \$300,000. The limitation of liability does not apply to liabilities which, by law, cannot be capped i.e. death and injury.

In order to proceed, we require written confirmation of our appointment. We trust that the above meets with your approval and we look forward to working with you on this project.

Acceptance of terms of engagement

I hereby accept Focused Fire Engineering Pty Ltd fee proposal of:

\$ _____ (excl. GST)

Submission number: S5421 – FES0.0

'Client' refers to the entity who will pay the invoice.

Client Name: _____

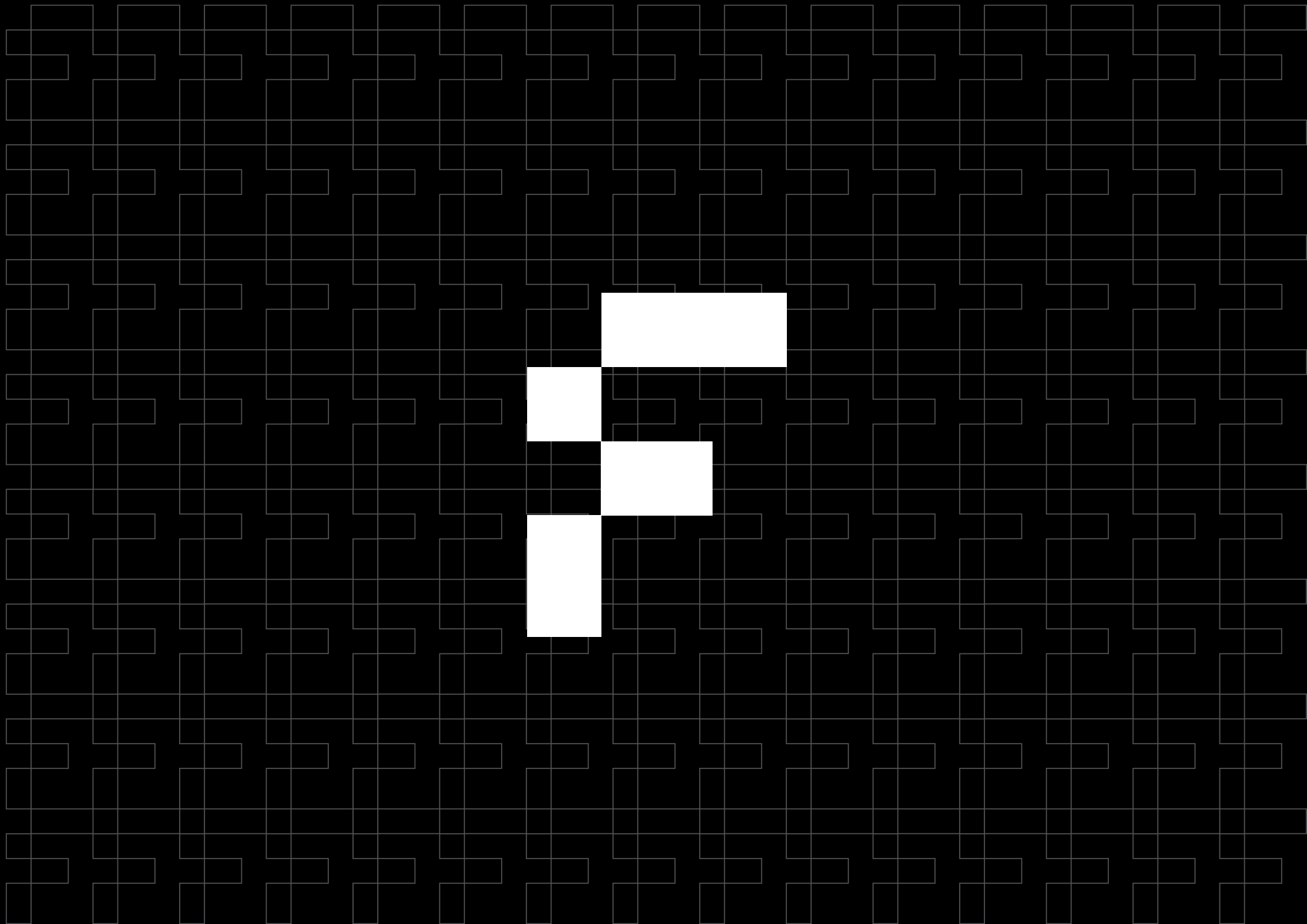
Client ABN: _____

Client Postal Address: _____

Email(s) for invoicing: _____

Client Signature: _____

Date: _____



29 August 2025

Croxon Ramsay Pty Ltd
25A Mollison Street
Abbotsford VIC 3067

Attention: Andrew Croxon

Dear Andrew,

SCOPE OF WORK AND FEE PROPOSAL BAW BAW CULTURE & CONNECTION PRECINCT - LIBRARY AND LEARNING

It is proposed to develop a new library/Community Hub in Warragul which will consist of the following:

- A basement carpark
- Library/gallery space on the first floor
- Library space on the second floor
- Co-working space, meeting rooms, seminar rooms and a roof terrace on the third floor.

The structure of the building is proposed to be a glulam structure and the project is proposed to be accredited 5-Star Green Star (as built).

Croxon Ramsay Pty Ltd has requested that Clarity Acoustics Pty Ltd provide a scope of work and fee proposal to provide advice in relation to the acoustics of the proposed development.

The following outlines our updated scope of work and fee proposal.

KEY AREAS OF ACOUSTIC DESIGN ADVICE

Acoustic design advice will be provided for the following key areas relating to the proposed development:

- Building envelope design – Design of the building envelope to achieve suitable internal noise levels (Green Star credit 10.1)
- Internal sound insulation – Design of internal walls and floors to provide suitable levels of acoustic separation between critical spaces (Green Star credit 10.3)
- Room Acoustics – Acoustic design advice for absorptive treatment and internal finishes to achieve appropriate room acoustics within spaces associated with the proposed development (Green Star credit 10.2)
- Mechanical services design – Design criteria and advice for mechanical services noise control in critical areas (Green Star credit 10.1).

SCOPE OF WORK

Phase 1 – Schematic Design Update & Green Star

- Review the proposed partitions schedule and recommend appropriate constructions to achieve appropriate levels of separation between critical areas within the development
- Review the proposed room finishes and, where required, recommend finishes for the control of reverberation in critical areas within the development
- Review the mechanical services design and provide in principle mitigation recommendations to control mechanical services noise within acoustically critical spaces and to the surrounding environment
- Update the previously prepared acoustic report to detail the agreed acoustic design criteria and summarising the acoustic treatment that is required to achieve the acoustic design criteria (including Green Star).

Phase 2 – Design Development & Green Star

- Review the design development partitions schedule and recommend appropriate constructions to achieve appropriate levels of separation between critical areas within the development
- Review the design development room finishes and, where required, recommend finishes for the control of reverberation in critical areas within the development
- Review the design development mechanical services design and provide in principle mitigation recommendations to control mechanical services noise within acoustically critical spaces and to the surrounding environment
- Prepare a design development acoustic report detailing the updated acoustic treatment that is required to achieve the acoustic design criteria (including Green Star).

Phase 3 – Tender services

- Review tender package drawings and specifications and provide specific advice regarding the documentation across the project
- Respond to tenderer's queries during the tendering process regarding acoustics
- Attend up to one (1) tender team meeting in Melbourne/via web platform.

Phase 4 – Contract Documentation, Building Permit & Green Star

- Review the contract documentation package and prepare a document outlining any additional information required to be incorporated into the package
- Review shop drawings and respond to contractor queries regarding acoustics
- Conduct site inspections to ensure acoustic treatments have been installed as specified. After each inspection, provide a defects inspection report on the work inspected and the action required (if any)

Phase 5 – Contract Administration & Green Star

- Carry out commissioning tests to establish compliance with the nominated acoustic design criteria. The sound insulation of up to six (4) partitions, reverberation times within twelve (12) spaces, noise level within twelve (12) spaces and environmental noise testing will be undertaken
- Prepare a final commissioning acoustic report.

SCOPE CLARIFICATIONS

We have allowed for the following during Phase 1:

- Review of up to one (1) set of architectural and mechanical drawings
- Attendance at one (1) project team meeting (in Melbourne or via zoom or similar platform)
- One (1) update acoustic design report summarising our recommendations

We have allowed for the following during Phase 2:

- Review of up to one (1) set of architectural and mechanical drawings
- Attendance at one (1) project team meeting (in Melbourne or via zoom or similar platform)
- One (1) design development acoustic design report summarising our recommendations

We have allowed for the following during Phase 3:

- Review of up to one (1) set of tender documentation
- Attendance at one (1) project team meeting (in Melbourne or via zoom or similar platform)

We have allowed for the following during Phase 4:

- Review of shop drawings and contractor queries, as necessary
- Three (3) site inspections and corresponding defects inspection reports

We have allowed for the following during Phase 5:

- One (1) site visit to undertake commissioning tests. We have allowed for up to four (4) hours on site for commissioning testing
- One (1) report summarising the findings of the commissioning tests.

The following items are not included in this scope:

- Site visits, measurements, meetings or reports additional to those detailed within the scope of work.

CONSULTING TEAM

The following consultants would form the core team that would service this project with support from technical staff as required.

Table 1 – Proposed team and roles

Team Member	Project Role
Ross Leo	Project lead Ross will be responsible for managing the project and preparation of the acoustic documentation. Ross will be the main point of contact for the project and will attend all relevant meetings with the client as required.
Anjali Chandhok	Project consultant Anjali will be responsible for site noise surveys, analysis of measured noise data and for review of all reporting documentation prior to it being issued.

CVs of the proposed project team members, including their qualifications and relevant experience, as well as relevant company are appended.

CONSULTING FEES

The fixed fee to undertake the scope of work detailed above is outlined in Table 2 below.

Table 2 – Proposed fixed fees (including disbursements)

Description	Fee (ex. GST)	GST	Total fixed fee (incl. GST)
Phase 1	\$1,400	\$140	\$1,540
Phase 2	\$1,750	\$175	\$1,925
Phase 3	\$2,000	\$200	\$2,200
Phase 4	\$6,350	\$635	\$6,985
Phase 5	\$3,600	\$360	\$3,960

We would also be pleased to provide additional services, as required. Should additional services be required, they would be charged at our standard hourly rates which are provided in Table 3. All hourly rates exclude GST.

Table 3 – Schedule of hourly rates

Roles	Hourly rates (excl. GST)
Director	\$240/hour
Associate Director	\$220/hour
Consultant	\$160/hour

INSURANCE DETAILS

Details of relevant insurances is provided below. Certificates of currency can be provided on request.

Table 4 – Relevant Insurance details

Detail	Description
Professional indemnity insurance	
Insurer:	Insurance Australia Limited
Policy number:	03-ENG-I-0010407
Policy limit:	\$10,000,000 any one claim; \$20,000,000 in the aggregate
Excess:	\$5,000
Policy expiry date:	11 September 2025
Public Liability insurance	
Insurer:	Allianz Australia Insurance Limited
Policy number:	109XN02711COM
Policy limit:	\$20,000,000
Policy expiry date:	14 August 2026

We look forward to working with you on this project. If you have any queries or require any further information, please do not hesitate to contact us.

Yours faithfully



Ross Leo

Director

CLARITY ACOUSTICS PTY LTD

DATE: 5 June 2025
TO: Croxon Ramsay
ATTN: Kim Malcolm Ong
FROM: Ben Vining

OUR REF: Q6111RevD
EMAIL: kim.ong@croxonramsay.com.au
EMAIL: ben@viningair.com.au

RE: Air Tightness Testing – Baw Baw Civic Precinct, Warragul.

We are pleased to submit our proposal to carry out the Air Tightness Testing on the Baw Baw Civic Precinct, Warragul Project.

Air Tightness Testing works are in accordance with your recent email request dated 22/5/25.

All testing will be in accordance with one of the following standards:

- ATTMA TS L2 Measuring Air Permeability of Building Envelopes (Non-Dwellings).
- NEBB Procedural Standard for Building Enclosure Testing.
- AS/NZS ISO 9972:2015 Thermal performance of buildings - Determination of air permeability of buildings - Fan pressurisation method.

Vining Air holds ATTMA certification for Air Tightness Testing, NEBB Certification for Building Enclosure Testing (BET) and is a member of the Air Infiltration and Ventilation Association of Australia (AIVAA).

- 1) The Building is based on a building enclosure size of 5,000m² at a design leakage rate of 5m³/hr/m²@50Pa. A whole building enclosure test will be carried out on this building.

Advisory Works as Per Croxon Ramsay request dated 22/5.

\$8,625.00 + GST

Our price to carry out the specified works:

\$ 39,310.00 + GST

Air Tightness Advisory
Site Inspections and Reporting x 6
Final Air Tightness Test

Any alterations and/or additions to the building services, time line for construction and anticipated practical completion date of outlined in the above documentation, resulting in additional works by Vining Air, may be charged as a variation cost to the original proposal.

WORKS INCLUDE

Air Tightness Advisory

- a) Meet up with the design team as well as review of documentation.
- b) Liaison with the construction team and associated disciplines regarding the construction process of building air tight buildings. This may include holding a workshop focusing on the sealing requirements, as well as problem areas such as wall/slab and wall/roof joints. There needs to be an emphasise that all parties take ownership and responsibility for their work resulting in an air tight building.
- c) Compile detailed Air Tightness Testing Plan & Procedure.

Site Inspections and Reporting

- d) Six (6) site inspections reviewing the build process carried out at regular intervals with findings issued.

Final Air Tightness Test

- e) A full test (using up to three blower door fans) will be carried out when construction is complete and prior to PC and report issued detailing results and issues outstanding (if any). If this test proves unsuccessful then any subsequent testing will be a variation to this proposal.

REQUIREMENTS

Vining Air requirements of the Builder to complete air tightness testing:

- Ensure the building air barrier enclosure is complete as per the design documentation.
- Components such as windows/doors are installed and door hardware complete.
- Building closed, sealed and unoccupied for the test.
- Provide temporary power in nominated locations for the blower door air tightness test equipment.
- Prepare the site for testing include sealing of openings as advised by Vining Air.
- Temporary construction works (generally around doorway openings) to mount the blower door test fans.

EXCLUSIONS

- Temporary sealing of openings or penetrations for the test.
- Remedial works including make good or sealing of leaks.
- Re-testing as a result of previous failed tests.
- Down, or lost time due to operational, or security issues, etc.
- Elevated platforms and/or special requirements due to height.
- Moving office furniture, or equipment.
- Induction time and any associated costs.

Please note the above price does not include GST, or After Hours Works, and are based on the quoted works being completed as one package. In the event of only part of the works being required, our prices would be subject to review and confirmation.

Progress claims will be made over the duration of the project and our standard payment terms are net 7 days from date of invoice. Unless agreed otherwise, prior to commencement, reports will be issued 14 days from completion.

Our proposal will remain valid for 30 days.

Should you have any queries, please do not hesitate to contact us.

Yours faithfully
VINING AIR PTY. LTD.

Ben Vining

Ben Vining

QUOTE

Croxon Ramsay Pty Ltd
Attention: Andrew Croxon
25a Mollison St
ABBOTSFORD VIC 3036
AUSTRALIA
ABN: 12115304928

Date
1 Sep 2025

Expiry
15 Sep 2025

Quote Number
QU222

Reference
Baw Baw Civic Centre Stage 1
Library - AV Re-Design

ABN
40 602 355 699

Automatic Pty Ltd
78 Maribyrnong Street
FOOTSCRAY VIC 3011
AUSTRALIA

Baw Baw Civic Centre Stage 1 Library - VM Changes AV Re-Design

The below schedule of fee's is to provide additional AV consultancy and design services to update and re issue the Audio Visual Documentation for the Baw Baw Civic Centre Stage 1 Library.

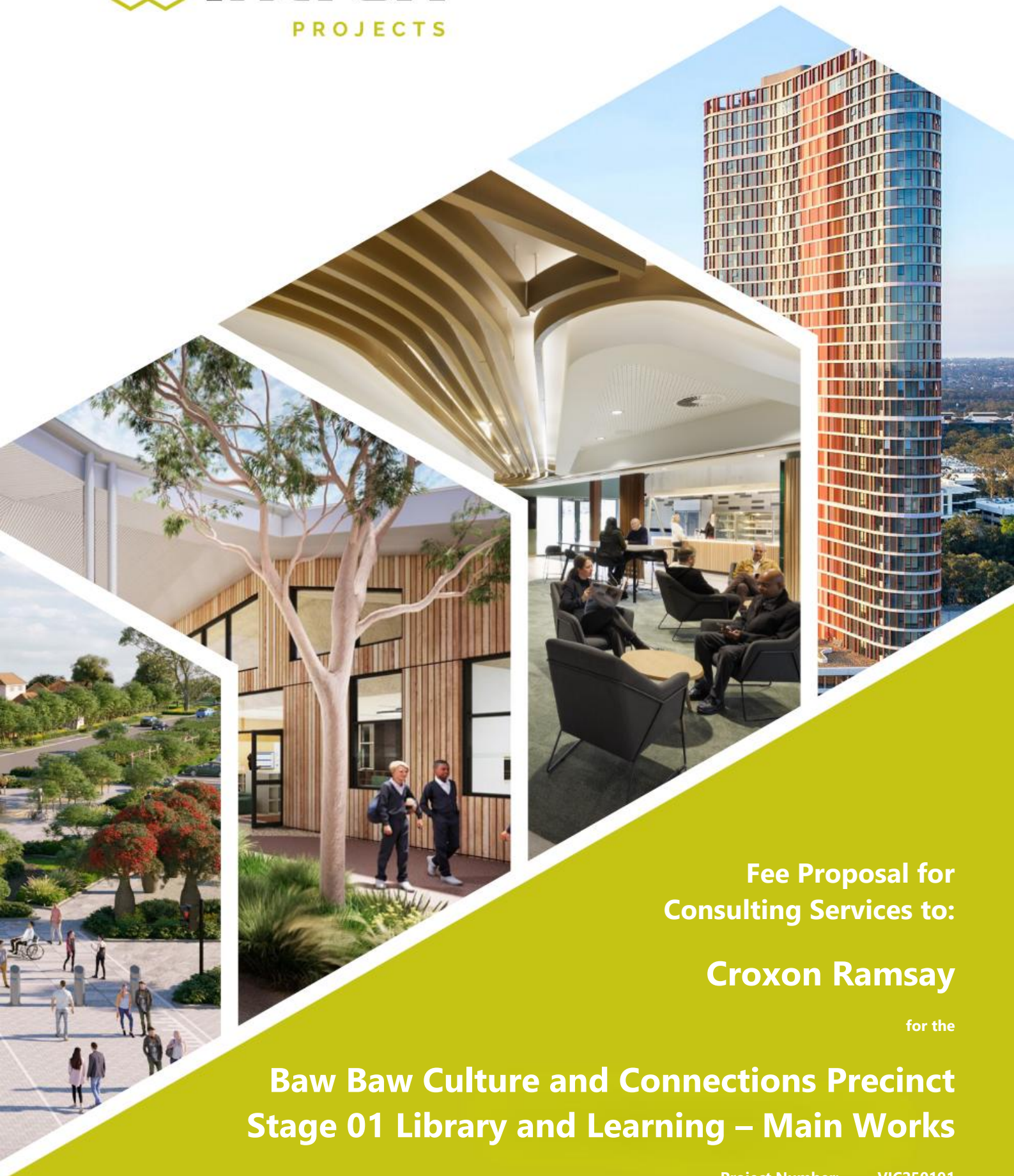
It includes the following Services:

- Re-briefing session to go over new rooms and changes to requirements.
- Update and re-issue the AV Functional Specification (Issue A to B)
- Update and re-issue the AV Drawing Package (Issue 08 - 09)
- AV-101 to AV-106, AV-201 to AV-217B
- New drawings as required for latest changes to requirements.

Please let me know if you have an questions.

Scott Summers
Engineering Services | Automatic

Item	Description	Quantity	Unit Price	GST	Amount AUD
	Meeting with Architect / Stakeholders to detail requirements for new and existing spaces.	2.00	180.00	10%	360.00
	Update and re-issue AV Functional Specification (Issue A - B)	2.00	180.00	10%	360.00
	Update and re-issue AV Drawings (Issue 08 - 09)	8.00	180.00	10%	1,440.00
Subtotal					2,160.00
TOTAL GST 10%					216.00
TOTAL AUD					2,376.00



**Fee Proposal for
Consulting Services to:**

Croxon Ramsay

for the

**Baw Baw Culture and Connections Precinct
Stage 01 Library and Learning – Main Works**

Project Number: VIC250191
Document Revision: A

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Template Name: PRJ-Fee Proposal
Template Revision: U

Document Revision History

Date	Rev	Author	Comments
27 th August 2025	A	Steve Toy	First Edition

1. Introduction

Thank you for the opportunity for Intrax Consulting Engineers (Intrax) to submit a proposal for this project.

We have pleasure in submitting this proposal for professional services, based on the request for proposal and accompanying documentation received from Andrew Croxon on 5th August 2025.

2. Project Brief

It is our understanding that the services you have requested for inclusion within our fee proposal for this project are as follows:

- Building services, including:
 - Mechanical services
 - Electrical services
 - Hydraulic services
 - Fire protection services
 - Vertical transport
- Environmental sustainable design (ESD)

The project brief is based on the following supplied documentation:

- Revised architectural layout drawing (2153 Operational Model Changes.pdf)
- Project program (2153BBSC – cultural hub rev 04 (OM revisions plus reduced scheme %& early works.pdf)
- Contract (2153 Contract redacted.pdf)

2.1 Project Appreciation

Our understanding of this project is it is a precinct development, comprising the following:

- \$23.6 million community facility incorporating library, art and cultural spaces, community spaces and co-working areas, comprising the following:
 - Ground Floor:
 - Childrens library
 - Lounge/meeting rooms
 - Exhibition space
 - Foyer
 - Community workshops
 - Level 1
 - Library
 - Level 2
 - Seminar spaces
 - Co-working spaces
 - Boardroom
 - Terrace

For the purposes of this fee proposal, the following is assumed:

- Key dates and phases for this project are:
 - Pre-Novation*
 - Phase A: Schematic Design complete October 2025.
 - Phase B: Town Planning complete December 2025.
 - Phase C: Design Development complete March 2026.
 - Phase D: Tender complete July 2026.
 - Post Novation*
 - Phase E: D&C Contract Documentation complete November 2026
 - Phase F: D&C Contract Administration complete July 2028

This proposal is based on the above documentation and timeline.

3. Why Intrax?

3.2 Our Scale

Intrax is an award-winning multi-disciplinary engineering consultancy providing reliable, end-to-end solutions to the built environment across Australia. Formed in 2003, we have a team of over 300 people dedicated to delivering exceptional service and innovative solutions across 11 offices Australia wide.

3.3 Our Breadth of Knowledge



Intrax Projects offer structure, civil, building services and environmentally sustainable design engineering services for the commercial, industrial, public building and residential sectors. Intrax Projects prioritises coordination to ensure successful project outcomes.

Intrax Land division provides a range of surveying, geotechnical, and civil engineering services for various sectors, focusing on land development and infrastructure projects.



Intrax Housing offers engineering and surveying for volume housing, covering everything from geotechnical investigations to structural design. It focuses on delivering economical, timely designs tailored for residential developments.

The Forensic division specializes in assessing structural failures for insurance claims and post-construction issues. It conducts detailed site inspections and provides comprehensive reports for causation and remediation.

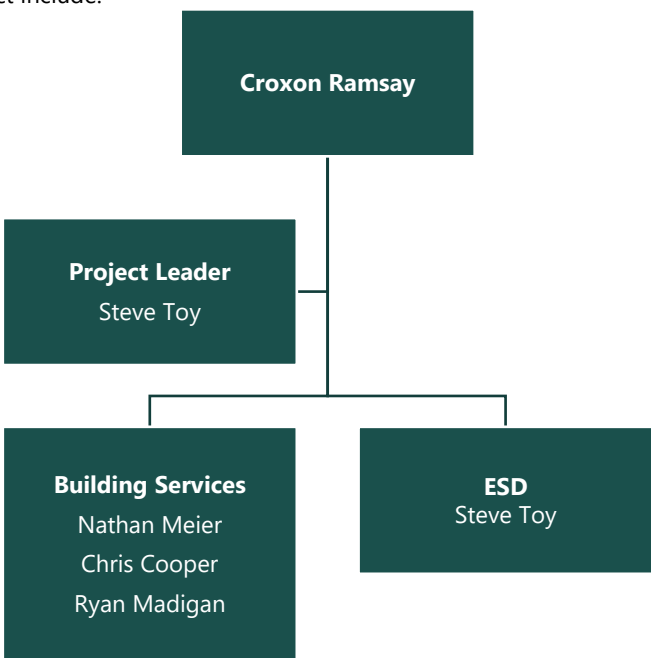


3.4 Our Systems and Quality

To ensure consistency and quality Intrax employs externally audited Quality Assurance and Occupational Health and Safety systems certified to ISO 9001 and ISO 45001.

3.5 Your Project Team

Steve Toy will be the primary point of contact, attending project meetings and managing the project within the office. Key personnel proposed for this project include:



4. Scope of Work: Engineering

4.1 Stages and Deliverables

4.1.1 General

- Attendance at project meetings in the Melbourne metropolitan area or via videoconferencing.

4.1.2 Phase A: Schematic Design

Building Services

- Initial visit to site to assess existing conditions and services.
- Schematic design mark-up (PDF sketch) of building services, including:
 - Major plant and equipment.
 - Main spatial elements (>1sqm).
- Return building services brief.
- Liaison with utilities for appropriate points of connections.
- Utility schedule detailing status of utility applications and offers.

ESD

- Sustainability management plan (for design team).

4.1.3 Phase B: Town Planning

Building Services

- Nil

ESD

- Sustainability management plan (for town planning/Council approval)

4.1.4 Phase C: Design Development

Building Services

- Development of the design of the systems noted as included within this proposal.
- Preliminary drawings produced using Autodesk Revit Level to 50% Design Level (refer Appendix B for details).
- Preliminary building services specification, including:
 - Scope of works.
 - Associated works.
- Opinion of cost for the mechanical and electrical services specified in this proposal.
- Safety in design assessment.

ESD

- Preliminary National Construction Code Section J assessment of the building fabric.
- Preliminary sustainability implementation plan.
- Preliminary Green Star Modelling and Reporting.
- Green Star document preparation.

4.1.5 Phase D: Tender

Building Services

- Attend tender meetings as required.
- Answer tender request for information.
- Review building services return tender forms and provide advice.

ESD

- Attend tender meetings as required.
- Answer tender request for information.
- Review ESD return tender forms and provide advice.

4.1.6 Phase E: Contract Documentation

Building Services

- Contract documentation suitable for tender issue using Autodesk Revit to 100% Design Level (refer Appendix B for details).
- Specifications with equipment selections for building services.
- Opinion of cost for the mechanical and electrical services specified in this proposal.
- Building permit documentation, including certificates of compliance.
- Certification of the building services covered by this proposal with Section J (deemed-to-satisfy) of the National Construction Code (NCC) (Parts J6, J7, J8, J9).

ESD

- National Construction Code Section J assessment of the building fabric.
- Sustainability implementation plan.
- Green Star document preparation.
- Green Star Design Review Submission.

4.1.7 Phase F: Construction Administration

Building Services

- Review of equipment schedules, samples and shop drawings as specified on consultant documentation (limited to two iterations).
- Site inspections of building services elements (up to eight visits included).
- Final visit to site to review final testing and commissioning of building services, including defects list at practical completion.
- Review of building services operation and maintenance manuals.
- Resolution of queries via phone/email.

ESD

- Sustainability implementation review.
- Green Star Round 1 document submission and review.
- Green Star Round 2 document submission and review.

4.2 Scope of Services

The final scope and configuration of the services and engineering design will be determined during schematic design however it is envisaged that the following systems will be required:

4.2.1 Building Services Systems

Mechanical Services

- Heating and cooling systems.
- Ventilation systems:
 - Mechanical ventilation for occupied areas.
 - Domestic kitchen exhaust and make-up air systems.
 - Commercial kitchen exhaust and make up air systems.
 - Amenities ventilation.
 - Miscellaneous small-scale ventilation systems as required (garbage rooms, switch rooms, etc.).
- Smoke management systems.
- Building management control system (BMCS).
- Power and control systems associated with the above mechanical services.

Electrical Services

- Utility connections:
 - Utility liaisons with power authority for connection to site (note overlap with early works scope)
 - Liaisons with communications authority for connection to site.
- Power reticulation, distribution and connection, including:
 - Switchboards and associated control panels, including hydraulics, mechanical and fire systems.
 - General services for power outlets and equipment.
 - Electricity connections for mechanical, hydraulic, fire protection and vertical transport.
 - Small scale renewable photovoltaic solar generation (up to 99kW).

- Artificial lighting, including:
 - General internal lighting.
 - Emergency and exit lighting.
 - External lighting.
- Communications system (passive structured), including:
 - Horizontal cabling, including field terminations.
 - Communications cabinets, including patch panels, PDUs, containment and earthing.
- Security systems, including:
 - Closed circuit television (CCTV).
 - Electronic access control.
- Audio visual systems, including:
 - Hearing augmentation.
 - Infrastructure cabling.
 - Master antenna television (MATV).
 - Pay television.
 - Public address system.
 - Cabling provisions, to be provided by the audio visual consultant.
- Dry fire detection systems, including:
 - Fire detection and alarm systems (FDAS).
 - Building occupant warning systems (BOWS).

Fire Protection Services

- Fire brigade applications:
 - Provide list of non-conformances for fire protection systems to the Building Surveyor.
- Automatic fire sprinkler system.
- Fire hydrants.
- Fire hose reels.
- Portable fire extinguishers.

Hydraulic Services

- Service connections:
 - Submit application to sewer & water utilities to confirm connection requirements (preliminary servicing advice).
 - Meeting with utility (1 no.) to review advice and understand any upgrade works required.
- Sewerage:
 - Sanitary plumbing and drainage.
 - Grease interceptor trap and trade waste.
- Water services:
 - Cold water supply and reticulation.
 - Hot water systems, supply and reticulation.
 - Non-potable water systems and reticulation.
- Stormwater:
 - Roof drainage review and sizing for downpipes.
 - Rainwater collection, storage and reticulation for reuse.

Vertical Transport Services

- Passenger lifts.

Green Star Reporting

- Credit 3 Verification and Handover: Working with ICA
- Credit 10 Clean Air: Design and documentation
- Credit 11 Light Quality: Artificial lighting modelling and reporting
- Credit 12 Acoustic Comfort: incorporating Green Star acoustic requirements into design
- Credit 13 Exposure to Toxins: Specification of low emission products
- Credit 17 Operational Resilience: incorporating operational resilience requirements (batteries, tanks, etc.)
- Credit 20 Grid Resilience: incorporating grid resilience requirements (batteries, tanks, etc.)
- Credit 22 Energy Use: Provision of information for energy reporting
- Credit 25 Water Use: Water use calculations and reporting

4.2.2 Environmentally Sustainable Design

- National Construction Code (NCC) Section J assessment of building fabric, including:
 - Performance assessment using Verification Method 3 (J1V3).
- Sustainability management plan (SMP) using the following rating tools for benchmarking:
 - Green Star 5 Star Buildings rating.
 - MUSIC.
- Sustainability Implementation Plan:
 - Green Star certified rating guidance and submission compilation.
 - Documentation requirements for the design phase to demonstrate the SMP has been implemented.
 - Assessing the design phase documentation provided against the agreed requirements.
 - Documentation requirements for the construction phase to demonstrate the SMP has been implemented.
- Green Star Modelling and Reporting for the following:
 - Credit 22: Energy Use with Green star calculators
 - Credit 25: Water Use with Green star calculators
 - Credit 11: Light Quality (daylight modelling)
- Green Star Document Preparation:
 - Project based consultancy for Green Star credits:
 - Review of Green Star credits targeted and distribute to the project team for review
 - Provide workshop for Green Star credits discussion
 - Provide documentation requirements matrix
 - Project team assistance for credits targeted:
 - Provide workshop to assist the project team to prepare the request documentation
 - Review the documentation
 - Provide Green star section for all discipline to insert to their own specification
- Green Star Design Review submission:
 - Organizing the submission documentation and prepare for the Design Review submission
 - Provide submission with Green Star Manager platform
 - Review feedback and incorporate into design
- Sustainability implementation review during construction, including:
 - Assessing the construction phase documentation provided against the agreed requirements.
 - Site visit (4 included within this proposal).
 - Report assessing compliance with the sustainable implementation plan.
- Green Star Round 1 Document Submission and Review:
 - Organizing the submission documentation and prepare for the Round 1 submission
 - Provide submission with Green Star Manager platform
 - After round 1 submission, third-party assessment will be organized by GBCA the preliminary review results will be received from GBCA, indicating which of the credits the documentation requirements have met, and indicating what additional information is needed. Intrax will liaise with the GBCA as to whether further documentation is necessary at this point.
 - Submit clarification sheet for further clarification to GBCA when necessary
 - Based on the review results, swop credits when necessary
 - Review project specialized documentation and provide workshop when request
- Green Star Round 2 Document Preparation and Submission:
 - Provide guidance for the project team to assist documentation preparation, including:
 - Review the specification from head contractor and sub-contractor for submission purpose
 - Organizing the submission documentation and prepare for the Round 2 submission
 - After Round 2 submission, third-party assessment will be organized by GBCA
 - The review results will be received from GBCA, indicating which of the credits the documentation requirements have met, and indicating what additional information is needed. Intrax will liaise with the GBCA as to whether further documentation is necessary at this point

Note: Information is required to be submitted by the design and construction teams to validate implementation in accordance with the Sustainable Implementation Plan.

5. Information to be Provided

This proposal is based on the following information being provided to Intrax:

- Client brief.
- Architectural layouts in AutoCAD, Autodesk Revit and PDF formats, including:
 - Site plan.
 - General arrangement plan.
 - Reflected ceiling plans.
 - Furniture and partition layouts.
- Building fabric construction details for thermal performance including wall, roof and floor insulation levels and glazing system performance (Intrax will provide minimum performance requirements as required).
- Relevant reports to enable design including:
 - Fire engineering.
- Town planning permit and conditions (if available and noting which conditions are resolved), including:
 - Environmentally Sustainable Design (ESD).
 - Water Sensitive Urban Design (WSUD).
 - Landscape plans.
- Building surveyor's report.
- Copies of all documentation and correspondence with any utility authorities/distributors completed prior to the engagement of Intrax.

6. Exclusions to Scope of Work

6.1 General Exclusions

- Extension of design program beyond the allowances which have been nominated within this proposal.
- Performance-based design solutions.
- Intrusive or destructive inspection of existing site or completed works.
- Testing, locating and performance measurement of existing site or utility services/assets.
- Alterations to documentation after documents have been issued for tender or building permit.
- Preparation of workshop drawings and as-installed documentation (by trade contractors).
- Major redesign to use alternate systems (after schematic design phase).
- Detailed review of alternative equipment/building elements proposed by the builder (we expect to work with the builder to develop the project scope, while any redesign from previously agreed schemes would be subject to a separate value management agreement with the builder on a case-by-case basis).
- Detailed cost estimates (expected to be undertaken by the quantity surveyor).
- Contract conditions and preliminaries.
- Monthly visits to site to prepare progress claim reports for the financier or superintendent.
- Staging documentation or separable portion or staged handover (can be provided once staging is known, if applicable).
- All authority/utility fees and charges.
- Design, relocation, extension or upgrade of utility or council assets inside or outside the property boundary (such as light poles, power lines, sewer/stormwater pipework, manholes, tapings, etc., fee can be provided once scope is known).
- Design of any works outside the site boundary (by relevant authorities or separate fee provided if required).
- Build over easement applications (assumed not required, fee can be provided if required).
- Irrigation systems.
- Additional works required from Early Contractor Involvement (ECI) process (to be evaluated on a case-by-case basis)

6.2 Building Services Exclusions

- Seismic and wind restraint design.
- Fire-rated penetration design.
- Penetration drawings and setouts (dimensioned or coordinates by trade contractor).
- Commercial kitchen services, including refrigeration systems, coolrooms, freezers, etc.
- Review of samples other than major items of plant and equipment.
- Review of penetration drawings, fire sealing works, seismic and wind restraint works.
- Mechanical Services:
 - Condensation analysis (by specialist consultant if required).
 - Natural ventilation of occupied areas (by architect).

- Electrical Services:
 - Arrangement of temporary power for construction purposes (by builder).
 - Design of indoor electrical substation (by electrical supply authority if required).
 - Emergency power generation systems (separate fee can be provided if required).
 - Theatrical or specialist lighting design (wiring of fittings included, selection and layout by architect, interior designer or specialist lighting consultant).
 - Active audio visual services equipment (by client or AV consultant).
 - Active data equipment/PABX system/VOIP active equipment/telephone handsets (by client).
 - Electromagnetic shielding assessment (by specialist consultant if required).
 - Distributed antenna systems (by specialist consultant if required).
 - Design or certification of NBN pit and pipe/pathway systems design (by builder).
- Fire Protection Services:
 - Regulation 129 application and liaison with fire brigade (by consulting building surveyor or fire engineer).
 - Regulation 187 application (by builder).
- Hydraulic Services:
 - Plumbing application to utility (by hydraulic contractor, note submitting a Preliminary Servicing Advice included).
 - Ground level drainage design and in-ground stormwater drainage (by civil consultant).
 - Water or sewerage treatment systems (assumed not required, separate fee can be provided).
 - Roof, gutter and downpipe specification (by architect, design of stormwater systems included).
- Vertical Transport Services:
 - Specification of lift car interior fitout (by architect).
- Green Star exclusions
 - Credit 8: Responsible Systems (assumed not required).

6.3 Environmentally Sustainable Design Exclusions

- Green Star registration fees (payable to GBCA).
- Design team documentation for Green Star submission, including specifications and reports from:
 - Architect
 - Building services consultants (provided as additional fees below depending on credits targeted)
 - Structural engineers
 - Landscape consultants
 - Acoustic consultants (to meet Green Star Buildings v1 credit 12)
 - Waste consultants (to meet Green Star Buildings v1 credit 4)
 - Traffic consultants (to meet Green Star Buildings v1 credit 27)
- Construction team documentation for Green Star submission, including:
 - Green star specification/reports by Head Contractor
 - Green star specification/reports by sub-contractor
- Specialist consultants/contractors:
 - Climate adaptation specialist (provided as additional fees below depending on credits targeted)
 - Operational risk assessment specialist (provided as additional fees below depending on credits targeted)
 - Life cycle assessment (provided as additional fees below depending on credits targeted)
 - Air tightness consultant and contractor (to meet Green Star Buildings v1 credit 3)
 - Independent Commissioning Agent (ICA) (to meet Green Star Buildings v1 credit 3)

7. Professional Fees

Our professional fees for the above services are as follows:

The fees have been broken down by engineering discipline, and by the phases.

Engineering Discipline	Phase A: Schematic Design	Phase B: Town Planning Documentation	Phase C: Design Development	Phase D: Tender	D&C Contract Documentation	Phase F: D&C Contract Administration	Total
Building Services	\$25,000	-	\$51,200	\$1,000	\$45,300	\$30,700	\$ 153,200
Building Services Green Star	-	-	\$5,000	-	\$6,000	\$2,000	\$ 13,000
ESD	\$15,500	\$1,100	\$15,000	\$1,000	\$20,000	\$40,300	\$ 92,900
ESD – Green Star Modelling	-	-	\$12,000	-	\$10,000	-	\$ 22,000
Total							\$ 281,100

The nominated fees exclude G.S.T. (which is applicable at the rate of 10%), and council or other statutory authority fees and permit fees.

7.1 Clarifications

Any amendments required to documentation which is considered outside the nominated scope of work will be charged on time basis according to the nominated hourly rates.

Our fees are based on the project cost, documentation and timeline indicated earlier. The project timeline is expected to be as noted, and/or without interruption. We will reserve the right, should the project cost, timeline or scope vary significantly, to revise our fee accordingly.

Disbursements will be charged at cost price plus 12% (a minimum \$100 charge will apply). These include but are not limited to:

- Cost of hard copies of documentation.
- Courier delivery of documentation.
- Authority application costs and service information charges, including legal point of discharge.
- Title and survey searching information.

7.2 Additional Services

The following excluded services can also be supplied at the stated fees:

7.2.1 Regulation 129 Application

Preparation of Regulation 129 submission to the fire brigade including:

- List of fire protection non-compliances.
- Fire hydrant and hose reel coverage diagrams.
- Pre-Regulation 129 letter of advice application lodgement.
- Liaison with fire brigade to discuss non-conformances.
- Regulation 129 report and consent application lodgement.

The scope excludes:

- Fire engineering brief and report (by fire safety engineer).
- Building permit forms (by relevant building surveyor).
- Lodgement fees.
- Other consultants' costs in preparing documentation for submission.

Regulation 129 application to fire brigade

\$ 3,500

7.2.2 Green Star – Specialist ESD Consultants

Climate Adaptation Plan

Climate Adaptation Plan to achieve Green Star Buildings credit 16 including:

- Define the scope and context
- Establishing risk criteria (both Likelihood and Consequence) and develop the Risk Rating matrix
- Run the Climate Change Adaptation Plan workshop
- Finalise the Climate Change Adaptation Plan

Operational Risk Assessment – Specialist ESD Consultant

Operational Risk Assessment to achieve Green Star Buildings credit 17 including:

- Define the scope and context
- Establishing risk criteria (both Likelihood and Consequence) and develop the Risk Rating matrix
- Run the Operations Resilience workshop
- Finalise the Operations Resilience Plan

Climate Adaptation Plan & Operational Risk Assessment

\$ 25,000 (PC Sum)

Life Cycle Assessment

Life cycle assessment to achieve Green Star Building credit 21 including:

Assess the embodied emissions via the GBCA's Upfront Carbon Emissions calculator:

Calculate the proposed upfront carbon emissions of the building based on Modules A1 to A3, associated with the following materials:

- Concrete (total) Steel, structural steel and reinforcement
- Structural timber and frames
- Internal and external glass and glazing, including framing
- Façade materials and cladding
- Masonry (brickwork and blockwork) and stone including grout
- Pipes and conduits, including plastic and metal
- Internal wall and ceiling lining including plasterboard, fibre-cement, timber cladding
- Roofing including tiles and sheet metal
- Floor coverings for example, carpets, ceramic tile, and floor panels

Life Cycle Assessment

\$20,000 (PC Sum)

7.2.3 Site Visits

Additional site visits other than those noted as included.

Additional site visits (per visit, per person)
--

\$ 900

The nominated fees above all exclude G.S.T. (which is applicable at the rate of 10%), and council or other statutory authority fees and permit fees.

7.3 Validity Period

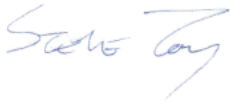
This fee proposal is valid for a period of 30 days from the date it is submitted and can be accepted during this period by returning the attached acceptance form. The fees nominated are valid if the project runs through to completion without being placed on hold. If the project is placed on hold for a period greater than two months, the fees nominated may be subject to revision, and/or a restart fee may apply. Hourly rates may be subject to annual revision (from the date of the proposal).

We thank you for this opportunity and trust that this proposal is found to be favourable. We look forward to the opportunity to work with you.

Should you have any questions or require any further clarification, please do not hesitate to contact the undersigned.

Yours faithfully,

Intrax Consulting Engineers Pty Ltd



Steve Toy

Executive General Manager – Projects

Green Star Summary Table

Credit	Credit Name	5 Star Target	Primary Design Consultant	Design Fee
Responsible				
1	Industry Development	Y	ESD	Included
2	Responsible Construction	Y	N/A	-
3	Verification and Handover	Y	Air Tightness Testing Independent Commissioning Agent	Engaged
4	Operational Waste	Y	Waste Consultant	TBA
5	Responsible Procurement	N	Specialist	Not claimed
6	Responsible Structure	Y	Structural	TBA
7	Responsible Envelope	N	Architect	Not claimed
8	Responsible Systems	N	Building Services	Not claimed
9	Responsible Finishes	Y	Architect	TBA
Healthy				
10	Clean Air	Y	Building Services	Included
11	Light Quality	Y	Building Services ESD	Included Included
12	Acoustic Comfort	Y	Acoustic Engineer	TBA
13	Exposure to Toxins	Y	Architect	TBA
14	Amenity and Comfort	Y	Architect	TBA
15	Connection to Nature	Y	Architect	TBA
Resilient				
16	Climate Change Resilience	Y	Specialist	\$15,000
17	Operations Resilience	Y	Specialist	\$10,000
18	Community Resilience	Y	Architect	TBA
19	Heat Resilience	Y	Architect	TBA
20	Grid Resilience	Y	Building Services	Included
Positive				
21	Upfront Carbon Emissions	Y	Specialist	\$20,000
22	Energy Use	Y	ESD	Included
23	Energy Source	Y	ESD	Included
24	Other Carbon Emissions	N	Specialist	Not claimed
25	Water Use	Y	Building Services	Included
26	Life Cycle Impacts	N	Specialist	Not claimed
Places				
27	Movement and Place	Y	Traffic Consultant	TBA
28	Enjoyable Places	Y	Architect	TBA
29	Contribution to Place	Y	Council	TBA
30	Culture, Heritage and Identity	Y	Council	TBA
People				
31	Inclusive Construction Practices	Y	N/A	N/A
32	Indigenous Inclusion	Y	Council	TBA
33	Procurement and Workforce Inclusion	Y	N/A	N/A
34	Design for Inclusion	Y	Access consultant	TBA
Nature				
35	Impacts to Nature	N	Ecologist	Not claimed
36	Biodiversity Enhancement	N	Landscape Architect	Not claimed
37	Nature Connectivity	N	Landscape Architect	Not claimed
38	Nature Stewardship	N	Landscape Architect	Not claimed
39	Waterway Protection	Y	Civil	TBA
Leadership				
40	Market Transformation	~	Council	-
41	Leadership Challenges	~	Council	-

Appendix A

Intrax Consulting Engineers:

Background and ISO 9001:2015 Certification

Intrax Background

Intrax provides a broad base of engineering services including structural, civil, electrical, mechanical, hydraulic and geotechnical engineering to the building industry.

We are a midsize business that is supported by robust corporate systems and processes to ensure that our customers get efficient and value for money service, with a personal touch.

Experienced and competent staff is vital to any business. At Intrax we have nearly 300 dedicated people who pride themselves in delivering great service to our clients. The majority of our people are qualified engineers, geologists, field technicians, survey technicians and drafters, with the experience to think 'outside the box' so that they can provide exceptional service.

As a values driven organisation that lives its values, we strive to provide innovative, cost effective, end to end engineering services and develop long term relationships with our customers.

AS A TEAM WE ARE DRIVEN BY OUR **VALUES**

LEADERSHIP

We see ourselves as industry leaders. We nurture knowledge and project it outwards, cultivating intelligence at every stakeholder level.

PERFORMANCE

We deliver. With streamlined processes, we elevate and challenge KPIs, engaging in every task with efficiency and vigour.

RESPECT

Respect is integral. We foster an internal culture within our people, clients and suppliers. This intrinsic respect is founded on the celebration of diversity and is projected outwards to the community.

INNOVATION

We are solution-hunters. Constantly searching for alternative, cost effective, efficient and longstanding methods to benefit our clients and transcend the industry.

UNDERSTANDING

We embed ourselves in our client's world. Not as a showy mantelpiece adornment, but for genuine perspective. We are on our client's side and strive for mutual success. We are customer driven, not customer impelled.

ISO 9001:2015 Certified



**ISO 9001 QUALITY
Certified System**

Intrax is an ISO 9001:2015 certified organisation for quality management system for the engineering design and construction consultancy services delivering Structural, Geotechnical, Geotechnical Laboratory Testing, Survey, Asset Recording, Civil, Building Services Solutions and Forensic Investigations.

Intrax has a robust Quality Control system which is used to verify the quality of the services that we provide to our clients. This ensures the services provided by Intrax are always compliant, safe and meet the clients defined requirements.

The Intrax quality system also includes a Quality Assurance component, which is about our ongoing drive for improvement and innovation, as a market leader in delivering timely, cost-effective solutions to our clients.

Project Experience

Public Buildings

Victoria



Djerring Flemington Hub

Two-level community hub including office, maternal child health, function spaces, commercial kitchens and sports facilities. Significant sustainability features including 5 Star Green Star certified rating

Client

Moonee Valley Council

Architect

Croxon Ramsay

Project Cost

\$20M



Bella Wiyn Birrale Family Centre

Double story community hub with childcare and kindergarten and maternal health facilities. Designed in response to the need to accommodate current and future population grown in the Northern Bellarine area.

Client

City of Greater Geelong

Architect

Perkins Architects

Project Cost

\$8M



Sandringham Library Redevelopment

Refurbishment and expansion of Sandringham Library. The development also included the purpose-built Maternal Child and Health Centre.

Client

Bayside City Council

Architect

Croxon Ramsay

Project Cost

\$4M



Melton Exford Ambulance Station

New Ambulance Victoria station comprising 4 bays, personnel rest area with 4 bed, administration and lounge areas.

Client

Ambulance Victoria

Architect

Perkins Architects

Project Cost

\$6M



Patterson Drive Community Centre

This multi-purpose facility will deliver essential services to this fast-growing community. The community center will include a kindergarten, maternal and child health services, public community lounge and library.

Client

Whittlesea Council

Architect

Antarctica Architects

Project Cost

\$10M



Woodlea Clubhouse

New single story clubhouse structure with gym, pool, spa and cinema to cater for Lifestyle communities built in the Woodlea Estate. Project includes a significant brick feature façade.

Client

Lifestyle Communities

Architect

DKO

Project Cost

\$5M

Key Personnel CVs



Steve Toy

Executive General Manager - Intrax Projects

M. 0408 342 609

E. steve.toy@intrax.com.au

L4, 469 La Trobe St.

Melbourne VIC 3000

Qualifications: Bachelor of Engineering (Mechanical) with Honours University of Melbourne
Green Star Accredited Professional - NABERS accredited assessor - Fellow Engineers Australia
Chartered Professional Engineer - Executive Engineer

Steve Toy leads Intrax' Projects division bringing over 20 years of consulting engineering experience within Australia with more than half of this in senior leadership roles. Steve has a background in mechanical engineering and environmentally sustainable design working on iconic projects around Australia.

Projects

Residential

- **Penny Lane, Moonee Ponds:** 150 apartments over 10 levels
- **Dunlop Estate, Ascot Vale:** 200 apartments over eight buildings for Homes Victoria
- **Malvern Collective:** 265 apartments over two buildings with hotel, retail and Commercial
- **Selandra Rise Retirement Village:** 270 residences, apartments and community facilities

Commercial Office

- **380 St Kilda Road Refurbishment, Melbourne:** Refurbishment of 25,000m' office building
- **12 Victoria Crescent, Abbotsford:** 14,000m' office over two buildings
- **1001 Nepean Highway, Moorabbin:** Refurbishment of existing 6,000m office building
- **2 Riverside Quay, Southbank:** 20,000m' office with PwC as main tenant

Retail

- **Penny Lane, Moonee Ponds:** Retail centre across two sites with 5 level cinema complex
- **Hai Di Lao, Box Hill & Glen Waverly:** Fitout for international Hot Pot restaurant chain
- **Chadstone Shopping Centre Stage 40:** 34,000m' retail expansion
- **Waverly Gardens Stage 1,2 & 3:** Refurbishment and expansion of shopping centre

Public

- **Flemington Community Hub:** Two level building with office, function, gathering and sports spaces
- **Drysdale Integrated Children's Centre:** Two level building with childcare and maternal Health
- **Balwyn Community Centre:** Extension and refurbishment of existing centre
- **Sandringham Library:** Redevelopment of public library

Education

- **Padua College, Whyte Senior Learning Centre:** 18 classrooms and 260 seat allocation projects
- **Footscray Integrated Early Learning Centre:** Kindergarten rooms and long day-care centre
- **Braemar College Stage 1A-3:** Multiple buildings including teaching, technology & art spaces
- **Horseshoe Bend Primary School:** New public primary school including five

Environmentally Sustainable Design

- **Chadstone Shopping Centre Stage 30,33 & 40:** 5 Star Green Star ratings for 3 separate projects
- **Flemington Community Hub:** 5 Star Green Star public building
- **Dunlop Estate, Ascot Vale:** 5 Star Green Star public housing building
- **CFMEU Training and Wellness Centre:** 5 Star Green Star and WELL Gold training building



Nathan Meier

Building Services Manager - Victoria

M. 0432 994 421

E. nathan.meier@intrax.com.au

L4, 469 La Trobe St.

Melbourne VIC 3000

Qualifications: Bachelor of Engineering (Aerospace, Hons.), Carleton University
Chartered Professional Engineer (CPEng, Mechanical) – National Engineering Register (NER) –
Registered Professional Engineer Victoria (PE VIC, Mechanical)

Mechanical Engineer with 20+ years of experience bringing aerospace expertise to the construction industry with stakeholder collaboration, technical solutions and coordination for project-specific solutions. Leads a dedicated team of experienced and creative building services engineers and ESD specialists to provide end-to-end, innovative and optimised solutions to projects across living, office, education, retail, public and aged care sectors.

Projects

Living

- **Voyager (Tower 11), Yarra's Edge:** 275 apartments over 43 levels
- **Forge (Tower 10), Yarra's Edge:** 204 apartments over 31 levels
- **Park Avenue, Alphington:** 73 apartments over 7 levels with 3 retail tenancies
- **Malvern Collective, Malvern:** 206 apartments over 17 levels with 12 retail and commercial tenancies

Office

- **380 St Kilda Rd:** 24,000m² 14-level office tower refurbishment with retail
- **Elizabeth North, Tower One:** 30,000m² 9-level office tower with podium retail
- **1001 Nepean Hwy:** 5,800m² commercial office and showroom refurbishment, 4.5-star NABERS Energy rating
- **Wurru Wurru Blik, Brunswick:** 99 apartments and 20 commercial tenancies over 7 levels

Education

- **St Leonard's College, Inspiring Innovations:** 4,500m² performing arts and VCE buildings
- **St Peter's College, Stages 3-6 & 9:** Year 9, 10, 11, performing arts and VCE buildings
- **Marcus Oldham College, Douglas Boyd Centre:** 2 level technology and teaching centre
- **St Catherine's Junior School:** Junior school over 4 levels

Retail

- **Chadstone Shopping Centre, Stage 40:** 34,000m² retail expansion, 5 Star Green Star
- **Chadstone Shopping Centre, Stage 43:** Food court and mini-major tenancy redevelopment
- **Broadmeadows Central, Big W Backfill:** 8,000m² retail redevelopment of ex-Big W tenancy space
- **367 Collins St:** 4,000m² podium levels refurbishment

Public

- **Saltwater Community Centre:** Community facility awarded the AIA Sustainability Award
- **Dianella Community Centre:** Facility with community rooms, kinder & maternal health
- **Kalkallo Community Centre:** Facility with community rooms, kinder & maternal health
- **Mainview Blvd Community Centre:** Facility with community rooms, kinder & maternal health

Specialty

- **Baptcare Wyndham Lodge, Werribee:** 150 bed residential aged care facility over 4 levels
- **Japara Elanora, Brighton:** 245 retirement living and aged care units over 4 levels
- **Japara Lysterfield:** 84 bed residential aged care facility over 3 levels
- **Synnex Oakleigh:** 32,800m² head office and warehouse with an automated storage and retrieval system



Chris Cooper

Principal Engineer – Electrical

M. 0404 806 979

E. chris.cooper@intrax.com.au

L4, 469 La Trobe St.

Melbourne VIC 3000

Qualifications: Bachelor of Engineering (Electrical) with honours, University of Melbourne, National Engineering Register, Professional Engineer – Victoria (Electrical)

Electrical engineer with 14+ years of experience across a wide range of sectors including high density residential, commercial and education. Extensive cross discipline knowledge across all building services disciplines and actively involved in all aspects of project delivery, including briefing, design, documentation and project administration.

Projects

Living

- **Eastbourne, East Melbourne:** 258 luxury apartments, resident amenities and office tenancies
- **Forge (Tower 10) Yarra's Edge:** 204 apartments over 31 levels
- **Voyager (Tower 11) Yarra's Edge:** 275 apartments over 43 levels
- **Atira Peel St, North Melbourne:** Student accommodation with 467 apartments over 22 levels

Office

- **380 St Kilda Rd:** 24,000m² 14-level office tower refurbishment with retail
- **845 Whitehorse Road, Box Hill:** 20-level mixed-use office, retail and residential building
- **2 Riverside Quay, Southbank:** 20,000m² office with PwC as main tenant
- **Spink St, Brighton:** New 5-level, 2500m² office building

Education

- **Sports & Aquatic Centre, Westbourne Grammar:** Indoor 50m and kids' swimming pools
- **CLI Building, Carey Baptist Grammar:** Five level secondary education building
- **Inspiring Innovations, St Leonard's College:** New performing arts and VCE buildings
- **Middle School Building, Aitken College:** Double storey building with classrooms and labs

Retail

- **Hilton Lt Queen St:** 244 rooms hotel over 16 levels, built over an existing 8 level heritage building
- **The Walk Arcade Redevelopment:** 400 rooms hotel sitting above 3 levels of retail
- **Red Spice Road, Queen St:** Fitout of 900m² restaurant
- **Broadmeadows Shopping Centre:** Carve up of existing Big W space into multiple smaller tenancies

Public

- **Saltwater Community Centre:** Community facility awarded the AIA Sustainability Award
- **Coburg Islamic Centre:** New Mosque with prayer rooms and community spaces
- **Riverdale Community Centre:** Facility with community rooms, kinder and maternal health
- **Hills Hub Community Centre, Emerald:** Facility with community rooms and offices

Specialty

- **Forum Theatre:** Refurbishment to rejuvenate lower theatre & FOH areas, & expand basement
- **Japara Lysterfield:** 84 bed residential aged care facility over 3 levels
- **Synnex Oakleigh:** 32,800m² head office and warehouse with an automated storage and retrieval system
- **Alfred Health Junction & MAPrc Clinic:** Office tenancy fitout across 3 levels, including patient research areas



Ryan Madigan

Engineer - Hydraulic and Fire Protection

M. 0410 332 462

E. ryan.madigan@intrax.com.au

L4, 469 La Trobe St.

Melbourne VIC 3000

Qualifications: Bachelor of Engineering (Mechanical), RMIT University

Hydraulic and fire protection engineer with 4+ years of experience in private consultancy, with a background in residential, public, and education projects. Comprehensive cross-discipline knowledge across building services and other engineering disciplines enables streamlined project management and collaboration with diverse teams

Projects

Living

- **54 Stephen Street:** 12 townhouses and 40 apartments over 3 levels.
- **Malvern Collective, Malvern:** 206 apartments over 17 levels with 12 retail and commercial tenancies.
- **GVH Doctors Accommodation:** 18 apartments over 3 levels.
- **500 Burwood Highway, Wantirna:** 7-level apartment building with 118 apartments

Office

- **380 St Kilda Road:** 24,000m² 14-level office tower refurbishment with retail.
- **Spink Street, Brighton: 5-level,** 2500m² office building
- **Community Axis Employment, Ballarat:** Repurposing of existing 400m² building
- **Community Axis Employment, Bendigo:** Repurposing of existing 1000m² building

Education

- **Braemar College:** New building on an existing campus (stage 3)
- **Ashwood School:** Refurbishment of an existing school campus with replacement of portable buildings.
- **Bundoora Secondary:** Refurbishment of existing buildings and the addition of a new building.
- **St Jude's Primary School:** Refurbishment of an existing building.

Retail

- **Springvale retail Centre:** Fit out of a warehouse to allow for office spaces and a gym.
- **Angel Tavern:** A 3-level pump with a commercial kitchen on each level.
- **Axis Employment Ballarat:** Refurbishing a building into a new office space.
- **Chilwell Library Refurbishment:** extending an existing library

Public

- **Lifestyle Woodlea:** Retirement village center including swimming pool, recreation, and activity spaces
- **Lifestyle Bellarine:** Retirement village center, including recreation and activity spaces
- **Lifestyle Riverfield:** Retirement village center including recreation and activity spaces
- **Macedon Ranges Regional Sports Centre:** Indoor netball/basketball stadium and football pavilion

Specialty

- **RMIT Medical Hub:** addition of 7 doctors consulting rooms.
- **Prime Business Park, East Bendigo:** Mixed-use business park with up to 77 units of offices and warehouses
- **Prime Business Park, Moe:** 33 warehouse units, business park development
- **GVH Doctors Accommodation:** 2 3-level apartment buildings to provide GVH staff accommodation.

Appendix B

Commercial

Payment Schedule

If we are engaged for the services described in this proposal, we expect to issue invoices, and be paid for, progress made on the project/s each month, notwithstanding delivery of particular progress milestones. Payment will be expected within 30 days from invoice. Issuing and payment of our invoices will not be determinant on approval or otherwise of authorities’ assessment of components of the project. Please advise if you wish us to consider an alternative invoicing arrangement.

Payments should be made to Intrax Consulting Engineers Pty. Ltd. For non-account customers (NAC), our NAC terms and conditions apply to payments for this project. We reserve the right to charge interest on any late payments as per our Terms and Conditions.

Additional Work

Should our services be required for works beyond the scope outlined in this fee, or for alterations to the project, then fees for these additional services would be charged at the following hourly rates (excluding GST):

Principal/Manager	\$350	Senior Licenced Surveyor	\$300
Associate	\$300	Licensed Surveyor	\$260
Senior Engineer	\$240	Senior Surveyor	\$220
Engineer	\$180	Surveyor	\$180
BIM Modeller	\$240	Geologist	\$200
Drafter	\$180		
Administration Staff	\$140		

Insurances

Intrax holds the following insurances, with certificates of currency available on request:

Public Liability	Level of Cover: \$20,000,000
Professional Indemnity	Level of Cover: \$10,000,000
Work Cover	EML Vic Pty Ltd Employer No.: 11605164

Documentation Details and Levels

Building Services

Drawing	30% Design	50% Design	70% Design	100% Design
Site Plan	Building and Utility Locations	Utility Connection Location Site Reticulation	-	-
Electrical Ceiling Plans Lighting	Exit and Emergency Lighting	Typical Lighting and Control Layout	All Lighting and Control	Light Switch Circuiting
Electrical Floor Plans Power, Comms and Security Plans	Switchboards Main Cable Risers Communications Racks Security Headend	Power Outlets and Isolators Comms and AV Outlets Main Cable Containment Routes Electronic Security Fixture Locations	Equipment Sizing	Circuiting
Electrical Dry Fire Fire Detection and Alarm Plans	FDCIE and EWCIE Panels	Detectors Speakers Warning devices	-	Zone Diagrams Compartment Locations
Mechanical Floor Plans	Main Duct Runs And Risers (>1sqm) Major Equipment	All Rigid Ductwork Typical Grille Layout Pipework Risers	All Ductwork Main Pipework Runs Controls	Duct Fittings And Accessories Pipework Fittings And Accessories
Hydraulic Floor Plans Sewer and Stormwater	Major Equipment (>1sqm) Pipework Risers	Main Fixtures And Fittings Typical Roof Drainage	All Fittings And Fixtures Main Pipework Runs Roof Drainage	Pipework And Accessories
Hydraulic Floor Plans Water and Gas	Major Equipment (>1sqm) Meter Cupboards	Pipework Risers Main Fixtures And Fittings	All Fittings And Fixtures Main Pipework Runs	Pipework And Accessories
Fire Protection Floor Plans	Major Equipment (>1sqm) Typical Hydrants And Hosereels	All Hydrants & Hosereels Pipework Risers & Main Pipework Runs Desc. of Typical Sprinkler Layout	All Sprinkler Heads	Pipework And Accessories
Typical Apartment	One Typical 1/2/3 Bedroom	30% Of Typical/Similar Apartments	70% Of Typical/Similar Apartments	All Typical/Similar Apartments
Schematics	-	Concept Single Line Diagrams Concept Pipework Schematics	Site Specific Single Line Diagrams (SLD) Site Specific Hydraulic Schematics	Mech: Chilled, Heating & Condenser Water Elec: Cable Sizing & Detailed SLD Hyd & Fire: Pipework Configuration
Details	-	-	Standard Installation Details	Site Specific Details

Appendix C

Acceptance of Proposal

Acceptance of Proposal

If you wish to accept this proposal, please sign and date, and provide requested information below and return to our office by scanning and emailing to us. When completing this page, please also include the tables from the *Professional Fees* section of our proposal, with any additional services required at this point in time indicated.

Email: projects@intrax.com.au

Signed:

Date:

Print Name:

Company Name:

ABN/ACN:

Company Structure:

Company / Partnership* / Individual* / sole trader* / Trust* / Other* (please circle one)

Address:

Accounts/Finance Contact Name:

Accounts/Finance Contact Phone #:

Accounts/Finance Contact Email:

Proposal/Project Number:

VIC250191

Services

☐ Building Services ☐ Civil ☐ ESD ☐ Structure ☐ Geotechnical ☐ Survey

Conditions/ Amendments

**If the billing entity listed above is one of the following (partnership, individual, sole trader, trust or other), please complete the required information in Appendix D.*

Contract Arrangement

Please select one of the following options that best suits your requirements:

☐ We wish to engage Intrax for the consultancy described within this fee proposal, with terms and conditions as described within Appendix E of this document.

☐ We wish to engage Intrax for the consultancy described within this fee proposal and will propose a counter-offer contract for review by Intrax, expecting a mutual agreement on alternative terms and conditions.

Payment Arrangements

Please select one of the following options that best suits your requirements:

☐ We wish to pay for the consultancy up front and there is no need to create an account with Intrax.

☐ We wish to create a credit account with Intrax and pay monthly for Intrax's engagement on terms of 30 days from invoice.

☐ We wish to discuss credit arrangements which are alternative to progress payments on 30 day terms. (Please note that this proposal may need to be revised to accommodate alternative requests).

Appendix D

Information Required for non-Company Entities

Information Required

Name of Parent Company
(if subsidiary):

Main business activity:

No. of years trading:

Personal Details of Principals (if sole trader or partnership)

	Principal One	Principal Two	Principal Three
Name:			
Title:			
Phone:			
Residential Address:			

Trade References

	Reference One	Reference Two	Reference Three
Name:			
Address:			
Email:			
Average Monthly Purchase:	\$	\$	\$

Guarantee

To: Intrax Consulting Engineers Pty Ltd ABN 31 106 481 252

Of: Level 4, 469 La Trobe Street, Melbourne Vic 3000 (Intrax)

- Intrax has agreed to enter into the Contract and supply Services to the Client only the basis that the Guarantor:
 - Guarantees to Intrax the payment of all monies the Client is liable to pay under the contract and the due performance and observance by the Client of the terms of the Contract; and
 - Has executed this Guarantee as a deed.
- The Guarantor acknowledges that by executing this Guarantee as a deed it guarantees to Intrax the payment of all monies the purchaser is liable to pay under the contract and the due performance and observance of the clients' obligations under the Contract.
- If this Guarantee is unenforceable because of any legal limitation, disability or incapacity affecting the Client for any reason then the Guarantor indemnifies Intrax as a separate and additional liability for the payment of all monies which the client may be obliged to pay Intrax under the Contract.
- The Guarantor will not prove in bankruptcy, assignment of liquidation in competition with Intrax.
- This guarantee is a continuing guarantee and will remain in force until the payment of all monies owed.

SIGNED, SEALED and DELIVERED by the Guarantor (or, if a company by its duly authorised representative):

	Witness One	First Guarantor	Second Guarantor
Name:			
Signature:			
Residential Address of Guarantor			

Appendix E

Terms and Conditions

E.1 Terms and Conditions

E.1.1 Definitions & interpretation

E.1.1.1 In these conditions, unless expressed or implied to the contrary:

- (a) "Account Application Form" means the Account Application Form of Intrax from time to time;
- (b) "ACL" means the Australian Consumer Law as applicable as a law of the Commonwealth and in each State and Territory of Australia;
- (c) "Background IP" means any Intellectual Property Rights in connection with the Services developed by Intrax independently of a Contract or prior to the date of a Contract;
- (d) "Business Day" means a day that is not a Saturday, Sunday or any other day which is a public holiday or a bank holiday in the place where an act is to be performed or a payment is to be made;
- (e) "Claim" includes actions, proceedings, suits, causes of action, arbitrations, verdicts and judgements either at law or in equity or arising under a statute, debts, dues, demands, claims of any nature, costs and expenses;
- (f) "Conditions" means these Standard Terms and Conditions;
- (g) "Contract" means the contract for the supply by Intrax to the Client of Services which is formed by the acceptance by Intrax of any order for services or acceptance of a Fee Proposal received from a Client, and which incorporates these Conditions and any other terms and conditions set out in any other document forwarded by Intrax to the Client;
- (h) "Client" means, as the context requires, the applicant named in the Account Application Form, the person who submits and order for Services or accepts a Fee Proposal, or the purchaser of the Services;
- (i) "Deliverables" means all documents delivered by Intrax to the Client as part of the Services under a Contract;
- (j) "Fee Proposal", means the document, however titled, including any document titled "Quote" or similar, given to the Client explaining the Services being provided by Intrax to the Client and the pricing for each;
- (k) "GST" has the same meaning given to that in the term in the GST Act, "GST Act" means A New Tax System (Goods and Services Tax) Act 1999(as amended);
- (l) "Insolvency Event" means an event where the Client suffers an act of bankruptcy or has a receiver, receiver and manager, administrator or controller appointed over any of its assets or goes into liquidation (including provisional liquidation) or any similar event occurs;
- (m) "Intellectual Property Right" means all intellectual property and proprietary rights (whether registered or unregistered) including:
 - copyright and similar industrial or intellectual property rights;
 - any right to have information (including confidential information) kept confidential; and
 - rights in respect of patents, patent applications, inventions, trade secrets, trademarks, technical data, formulae, knowhow and registered designs;
- (n) "Interest Rate" means the penalty rate fixed under the Penalty Interest Rates Act 1983 (Victoria);
- (o) "Intrax" means Intrax Consulting Engineers Pty Ltd ABN 31 106 481 252 or any subsidiary or associated entity (as defined in Section 9 of the Corporations Act 2001 (Cth));
- (p) "Invoice" means the Intrax invoice to the Client for the Services;
- (q) "Loss or Damage" means loss or damage however caused whether based in tort, contract or otherwise and includes without limitation any direct, indirect, special or consequential loss or damage, loss of profits, loss of production, loss or corruption of data, loss of trades, opportunity or business reputation, direct or indirect labour costs and overhead expense and damage to property;
- (r) "Security of Payment Law" means, as applicable:

- Building and Construction Industry Security of Payment Act 2002 (Vic)
- Building and Construction Industry Security of Payment Act 1999 (NSW)
- Building Industry Fairness (Security of Payment) Act 2017 (Qld)
- Building and Construction Industry Security of Payment Act 2009 (Tas)
- Building and Construction Industry Security of Payment Act 2009 (SA)
- Construction Contracts Act 2004 (WA)
- Building and Construction Industry (Security of Payment) Act 2009 (ACT)
- Construction Contracts (Security of Payments) Act 2004 (NT)
- (s) "Services" means professional geotechnical, civil, structural, electrical, mechanical, hydraulic, survey, forensic or other engineering or drafting services and any other services named and described on the Fee Proposal and/or the Invoice;
- (t) "Variations" means changes to the scope of Services specified in a Fee Proposal or purchase order.

E.1.1.2 Unless the context otherwise requires, in these Conditions:

- (a) if a Client consists of more than one person or corporate body, a Contract binds them jointly and each of them severally;
- (b) a reference to a person includes a firm, partnership, joint venture, association, corporation or other corporate body; and a person includes the legal personal representatives, successors and assigns of that person;
- (c) a reference to the singular includes the plural and vice versa; and a gender includes the other genders; and
- (d) headings are inserted for ease of reference and do not affect the interpretation of these Conditions.

E.1.2 Trade

Intrax agrees to provide and the Client agrees to purchase Services under these Conditions to the exclusion of any terms and conditions of the Client or any other document. Intrax's agreement to provide the Services does not constitute Intrax's acceptance of any terms and conditions purported to be imposed by the Client. The Services to be provided are set out in the Fee Proposal and in any Variations agreed in writing by Intrax and the Client.

E.1.3 Credit Facilities

- E.1.3.1 A credit account is only available to the Client if the Client has completed an Account Application Form which has been processed and approved by Intrax. Until an Account Application Form is approved or where no Account Application Form has been submitted, all trade for the provision of Services are strictly on a cash prior to delivery basis, or in accord with any other written agreement made at the time of the acceptance of the order.
- E.1.3.2 Payment for Services supplied under the credit account must be received by Intrax as per the trading terms granted. Any amount outstanding 30 days from the date of invoice may be subject to an interest charge.
- E.1.3.3 Intrax reserves the right to require earlier settlement of accounts.
- E.1.3.4 Intrax will charge interest on overdue accounts at the Interest Rate calculated on a daily basis.
- E.1.3.5 The provision of a credit account to a Client may be withdrawn at any time without notice to the Client.
- E.1.3.6 If the Client fails to make any payment due under Condition E.1.3, all debt recovery costs, including legal costs or a solicitor/own client basis and any mercantile agent costs and expenses, will form part of the monies owing by the Client to Intrax.
- E.1.3.7 If payment of account is made by credit card a 1.1% surcharge will apply.
- E.1.4 PPSR**
- E.1.4.1 If Intrax agrees to provide Services on credit, this Condition E.1.4 applies.
- E.1.4.2 The Client acknowledges that these Conditions and each Contract will comprise a Security Agreement for the purposes of the PPSA.

E.1.4.3 The Client acknowledges that until such time as Intrax receives full payment in cleared funds for all Services supplied to the Client, these Conditions and each Contract creates a Purchase Money Security Interest in the Deliverables as security for the Client's obligations to Intrax under these Conditions and each Contract, registrable on the Personal Property Securities Register.

E.1.4.4 Until Intrax has been paid in full for Services provided under a Contract:

- (a) the legal and equitable rights in the Deliverables will remain with Intrax;
- (b) if a receiver is appointed over the assets or undertaking of the Client or winding up order is made against the Client or the Client goes into voluntary liquidation or calls a meeting of, or makes any arrangement or composition with creditors or commits any act of bankruptcy the Client will place the Deliverables at the disposal of Intrax who will be entitled to enter upon any premises of the Client for the purpose of removing such Deliverables and to remove such Deliverables from the premises.

E.1.4.5 For the purpose of this Condition E.1.4:

- (a) "Personal Property Securities Register", "Purchase Money Security Interest", "Security Agreement" and "Security Interest" each have the meanings given in the PPSA.
- (b) "PPSA" means the Personal Property Securities Act 2009.

E.1.5 Price

E.1.5.1 Services will be charged to the Client at the amount specified in the Fee Proposal or, to the extent that any Services provided are outside the scope of work set out in the Fee Proposal, at the amount specified in the then current Intrax price list, and will be listed in each invoice with details of the work completed to that date.

E.1.5.2 Any Fee Proposal given by Intrax to the Client will remain valid and capable for acceptance by the Client for a period of 30 days from the date when the Fee Proposal was given or such other period as nominated in the Fee Proposal.

E.1.5.3 A Client may accept a Fee Proposal by returning to Intrax a copy of the Fee Proposal signed by the Client, or by otherwise advising Intrax in writing that the Fee Proposal is accepted.

E.1.6 GST

E.1.6.1 The price payable for the Services is exclusive of GST unless the Contract states otherwise.

E.1.6.2 If the price set out in an invoice or Fee Proposal is exclusive of GST, the price payable by the Client will be increased by the applicable amount of GST.

E.1.7 Acceptance of order

Unless, within five Business Days of Intrax receiving a Client's purchase order for Services or acceptance of a Fee Proposal, Intrax advises the Client in writing that the purchase order or Fee Proposal is not accepted, Intrax shall be deemed to have accepted the purchase order or Fee Proposal.

E.1.8 Cancellation of Order

E.1.8.1 Subject to Condition E.1.10, a Contract can only be cancelled by a Client where written request for cancellation has been made by the Client and accepted by Intrax.

E.1.8.2 Cancellation will only be accepted by Intrax if the Client accepts full liability for all commissions, fees, costs, work produced to that date, and administration costs incurred by Intrax arising out of such cancellation.

E.1.9 Services Provided to Deadline

E.1.9.1 Intrax will use its best endeavours to provide Services to the Client by any date specified in a purchase order or Fee Proposal.

E.1.9.2 The Client acknowledges that Intrax does not warrant or represent that the Service will be delivered on that date.

E.1.9.3 Where a site visit is required, and access to the site by Intrax's employees is delayed, hindered or prevented:

- (a) by an act, default or omission the Client; or
- (b) because the site is not ready for the Services to be undertaken; or
- (c) due to climatic conditions; or
- (d) by any person, including any Authority, or employee, subcontractor, agent or consultant of the Client; or
- (e) because of an agreed variation to the Services; or

- (f) because the condition of the site poses an unacceptable risk to Intrax employees;

the Client acknowledges that Intrax's ability to deliver to deadline may be impeded and, if such circumstances require additional site visits to be undertaken by Intrax employees, Intrax reserves the right to impose one or more additional site visit fees as applicable.

E.1.9.4 The failure to deliver the Services by the date required will not:

- (a) avoid or give the Client the right to avoid the Contract; or
- (b) to the extent permitted by law, render Intrax liable for any Loss or Damage.

E.1.10 Force Majeure

E.1.10.1 Intrax is not liable for any delay or failure to perform an obligation (other than to pay money) under a Contract caused by:

- (a) act of God;
- (b) war, riot, insurrection, vandalism or sabotage;
- (c) strike, lockout, ban, limitation of work or other industrial disturbance; or
- (d) law, rule or regulation of any government or governmental agency and executive or administrative order or act of general or particular application.

E.1.10.2 Intrax must notify the Client as soon as practical of any anticipated delay or failure caused by an event referred to in Condition E.1.10.1 ("Event").

E.1.10.3 The performance of Intrax's obligation is suspended for the period of delay caused by the Event.

E.1.10.4 If:

- (a) performance of an obligation is prevented by an Event; or
 - (b) a delay caused by the Event exceeds 60 days;
- either Intrax or the Client may terminate a Contract at the expiration of not less than five Business Days' notice to the other party.

E.1.10.5 Intrax is not in breach of the Contract and is not liable to the Client for any Claim arising as a result of force majeure as described in Condition E.1.10.1 under the Contract, in tort, statute or otherwise.

E.1.11 No Warranty

E.1.11.1 If the Client is a consumer under the ACL, the Client also has extensive rights under the ACL including consumer guarantees and remedies. Nothing in these Conditions limits those rights and remedies in any way. Except as required by law, all warranties beyond those expressly given in these Conditions, whether expressed or implied and whether statutory or otherwise, with regard to the Services are excluded.

E.1.12 Liability

E.1.12.1 Nothing in these Conditions are to be read as excluding, restricting or modifying the application of any legislation which by law cannot be excluded, restricted or modified.

E.1.12.2 The liability of Intrax for a breach of a Condition or warranty implied by law in relation to the supply of Services is limited, at Intrax's option, to the provision of equivalent Services, the payment of the cost of making rectification to the structure or the payment of the cost of acquiring equivalent Services.

E.1.12.3 Without limiting the generality of Condition E.1.12 and to the extent permitted by law, Intrax will not be liable to the Client for any Loss or Damage suffered by the Client as a result of any negligence or default of Intrax under the Contract or otherwise or any other act or omission whatsoever of Intrax, its employees, agents or sub-contractors.

E.1.13 Provision of information

E.1.13.1 The Client warrants to Intrax that Intrax will be able to rely on all information, advice or other material provided by or on behalf of the Client without any obligation to verify its accuracy or completeness.

E.1.14 Indemnity

To the extent permitted by law, the Client indemnifies and shall keep indemnified Intrax, its employees, contractors, agents or sub-contractors on demand for and against any Loss or Damage suffered or incurred by any of them relating to or arising out of:

- (a) any enforcement by Intrax of a Contract or these Conditions;
- (b) any breach by the Client of a Contract or these Conditions or of the warranty given by the Client in Condition E.1.13;
- (c) any Claim by a third party in respect of personal injury, death or damage to property whether or not they relate to an error in the Services;

- (d) any false, misleading or deceptive conduct; representation or statement made by the Client to any person relating to the supply of the Services.

except to the extent any act, omission, or infringement of Intrax has contributed to such Loss or Damage.

E.1.15 Termination

E.1.15.1 Intrax may on written notice immediately terminate a Contract and/or the Client's credit account if the Client:

- (a) fails to pay an invoice when due;
- (b) breaches these Conditions or a Contract; or
- (c) becomes or threatens to become insolvent or subject to any form of external administration.

E.1.15.2 If Intrax terminates a Contract, under this Condition E.1.15 or either party terminates a Contract under Condition E.1.10:

- (a) Intrax's obligations under it are at an end;
- (b) Intrax's accrued rights and remedies are not affected;
- (c) Intrax may retain all monies paid under it; and
- (d) Intrax may invoice the Client, and the Client must pay, for all services provided up to the termination date.

E.1.16 Dispute Resolution

E.1.16.1 If a difference or dispute between the parties arises in connection with a Contract and/or Services, then either party can provide the other party with written notice of dispute.

E.1.16.2 If a notice of dispute has been issued, then representatives of the parties with the authority to agree will meet within 10 Business Days to try and resolve the dispute.

E.1.16.3 If the dispute has not been resolved within 20 Business Days of the notice of dispute, then that dispute can be referred by either party to, and finally resolved by, arbitration administered by the Australian Disputes Centre ("ADC").

E.1.16.4 The arbitration shall be conducted in Melbourne in accordance with the ADC Rules for Domestic Arbitration operating at the time the dispute is referred to ADC ("Rules").

E.1.16.5 The terms of the Rules are hereby deemed incorporated into these Conditions.

E.1.16.6 Unless otherwise agreed in writing, each party shall bear its own costs and pay for half of all fees in relation to the arbitration, with the determination of the arbitrator being binding on both parties.

E.1.16.7 Nothing herein shall prejudice the right of a party to institute proceedings to enforce payment due under a Contract or to seek injunctive or urgent declaratory relief.

E.1.17 Inconsistency

To the extent that there is an inconsistency between a provision in any of the documents comprising a Contract and another provision in such document or between a provision in any of those documents and a provision in any other document comprising a Contract:

- (a) a specific provision takes precedence over a general provision
- (b) otherwise, to the extent necessary to resolve the inconsistency, the following order of precedence applies:
 - an agreed Variation;
 - a Fee Proposal
 - these Conditions.

E.1.18 Governing Law and Jurisdiction

A Contract is governed by and is to be construed in accordance with the laws of Victoria. Intrax and the Client irrevocably and unconditionally submit to the non-exclusive jurisdiction of the courts of Victoria and waive any right to object to proceedings being brought in these courts.

E.1.19 Site Compliance Responsibility

It is the sole responsibility of the Client to ensure that any site where Intrax personnel are required to access complies with all local applicable safety, health, and environmental regulations. The Client must ensure the site is free from hazards and meets relevant local legal and regulatory standards before and during Intrax attendance. Intrax reserve the right to refuse to enter a site or cease work if it determines that the site poses a risk to health, safety, or the environment.

E.1.20 Severance

If a provision in a Contract is held to be illegal, invalid, void, voidable or unenforceable, that provision must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or

unforeseeable. If it is not possible to read down a provision as required in this Condition, then that provision is severable without affecting the validity or enforceability of the remaining part of that provision or the other provisions in the Contract.

E.1.21 Intellectual Property Rights

E.1.21.1 Intrax retains all copyright and all other Intellectual Property Rights in the Background IP and everything of general application that Intrax develops in the course of providing the Services, including, but not limited to, methodologies, development tools, processes, procedures, designs, data, know-how, software and working papers.

E.1.21.2 Upon payment of all moneys due to Intrax under the Contract, Intrax grants to the Client a non-exclusive, royalty free licence to use the Deliverables but only to the extent necessary for the Client to obtain the benefit of the Services provided.

E.1.21.3 When using computations, drawings, designs and the like delivered by Intrax as part of the Services, the Client must comply with the law including, without limitation, copyright laws.

E.1.22 Entire Understanding

A Contract contains the entire understanding between the parties as to the subject matter contained in it. All previous agreements, representations, warranties, explanations and commitments, expressed or implied, affecting this subject matter are superseded by the Contract and have no effect.

E.1.23 Notices

Any notice or communication under a Contract will be effective if it is in writing, signed and delivered to the Intrax or the Client as the case may be, at the address or facsimile number set out in the Fee Proposal or any purchase order.

For the avoidance of doubt, the parties agree that a claim under a Security of Payment Law may be given or served via email.

E.1.24 Variation to these Conditions

Intrax may in its absolute discretion change these Conditions at any time by publication on its website www.intrax.com.au. The change will take effect from the time specified in the publication.

E.1.25 Privacy Policy

Intrax may collect, use and disclose personal information about the Client and any guarantor of the Client in accordance with Intrax's privacy policy. A copy of the privacy policy is available from the Intrax website at www.intrax.com.au.

E.1.26 Survival

The following clauses survive the termination or expiry of this Contract: E.1.12 (Liability), E.1.14 (Indemnity), E.1.15.2 (Termination), E.1.16 (Dispute resolution), E.1.18 (Governing law and jurisdiction), E.1.21 (Intellectual Property Rights) and this clause E.1.26 (Survival).

E.2 Privacy Statement

E.2.1 Our Commitment

We are committed to preserving your privacy and complying with the Privacy Act 1988.

E.2.2 Collection of Personal Information

E.2.2.1 Information we collect from you:

We collect personal information about our clients including contact, financial and trading information and any other personal information you may give us. We collect this information in order to provide commercial services to our clients.

E.2.2.2 Information we collect from other parties:

We may also collect information about you from other parties such as credit reporting agencies.

E.2.2.3 Sensitive Information:

We do not collect sensitive information such as your race, religious beliefs or sexual preference except where you have consented to or where we are permitted by law to do so.

E.2.2.4 Web Site Cookies:

We make limited use of "cookies" technology on our website. We use cookies to improve the functionality of our website, not to store any of your personal information. We only use cookies during the e-ordering process. The cookies are used to keep track of your order. When the order is sent, the cookie or cookies used will be deleted.

E.2.3 What happens if you choose not to provide the information

You do not have to give us your personal information. However, if you choose not to, we may not be able to provide you with our full range of support and services.

E.2.4 Disclosure of Personal Information

We will not disclose information we collect about you to any third parties without your prior consent. Similarly, we will not sell any information we collect about you.

However, we may disclose personal information for the purpose specified to you at the time of collection or for other purposes if: You would reasonably expect us to disclose such information for that purpose:

- (a) that purpose is related to the purpose specified to you at the time of collection,
- (b) or where we are permitted or required by law, or it is in the interests of public safety to do so.

For instance, we may disclose your personal information to entities related to Intrax Consulting Engineers Pty Ltd that are part of the Intrax Group of Companies and to contractors which may from time to time be required to provide services to the company. If we do so, we will ensure that they are contractually bound to comply with our Privacy Policy.

E.2.5 You can access correct information

We will take all reasonable steps to ensure that your personal information which we collect, use or disclose is accurate, complete and up-to-date.

If you wish to access the information we hold about you, you are welcome to contact our Privacy Compliance Officer who will respond to you within 30 days. A handling fee may be payable so that we can obtain the information you require.

You can also request that information about you be corrected or deleted.

E.2.6 Right to refuse access or correction

We reserve our right to refuse your request for access or correction if, for example, we consider your request to be frivolous or vexatious, or if we are legally entitled to do so.

If we refuse your request, we will give you our reasons. If we refuse your request to correct information we hold about you, we will give you the opportunity to post a statement of your claim where we hold your personal information.

E.2.7 Security

We will take all reasonable steps to protect the security of the personal information that we hold. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

You should be aware that the Internet is not a secure environment. If you use the internet to send us information, including your email address, it is sent at your own risk.

E.2.8 Updating our Privacy Statement

We may revise or update our privacy statement occasionally.

E.2.9 Complaints and further information

If you have any complaints about our privacy practices or would like further information about our privacy policy, please contact our Privacy Compliance Officer, or advise your usual Intrax contact.

E.2.10 Contact Details for our Privacy Compliance Officer

Telephone: +61 3 8371 0100

Facsimile: +61 3 8371 0199

Email: info@intrax.com.au

Address: Level 4, 469 La Trobe Street, Melbourne, Vic 3000



Contact

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